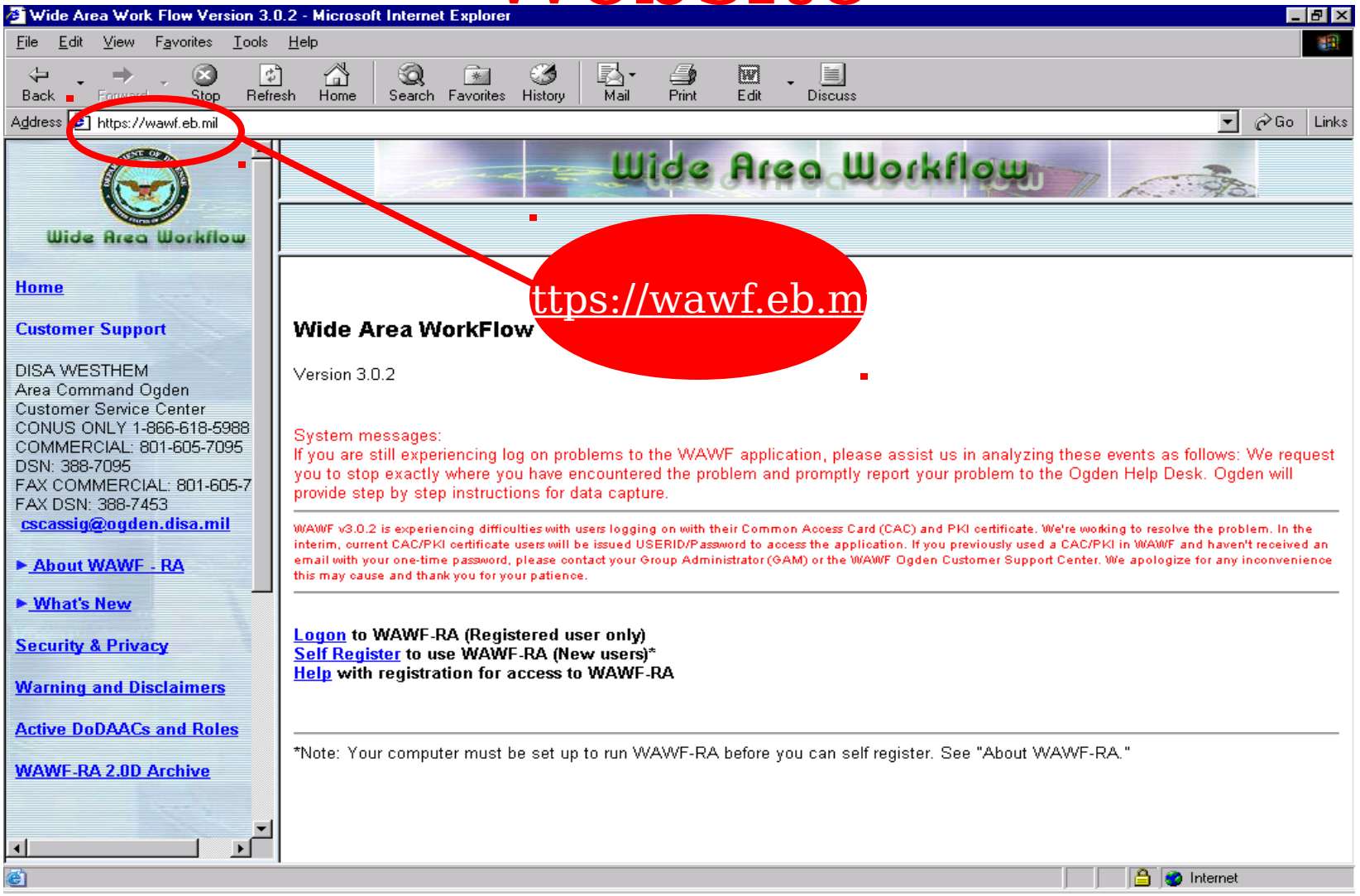
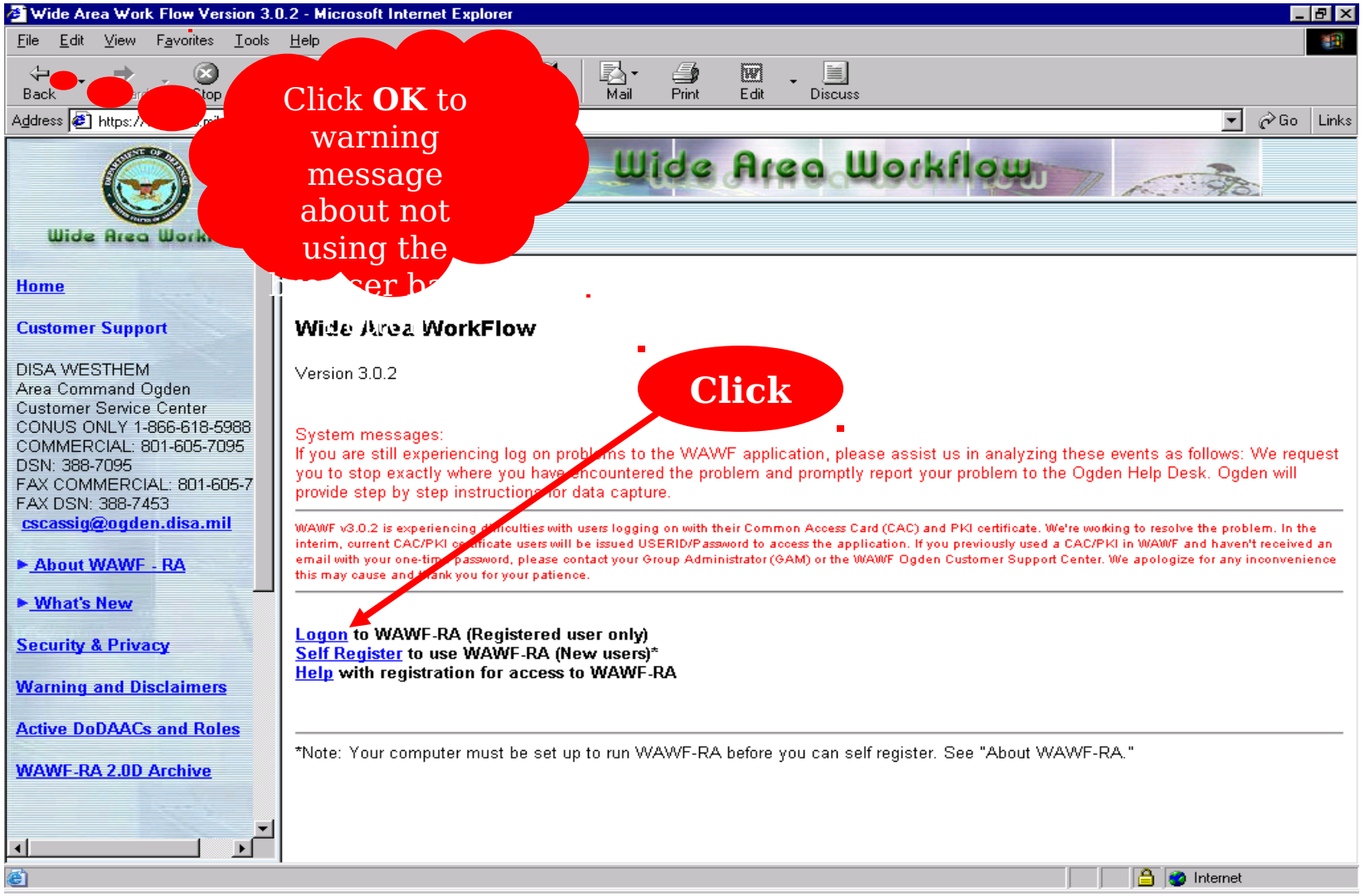
Wide Area Workflow Receipt and Acceptance

Vendor Document Creation Guide

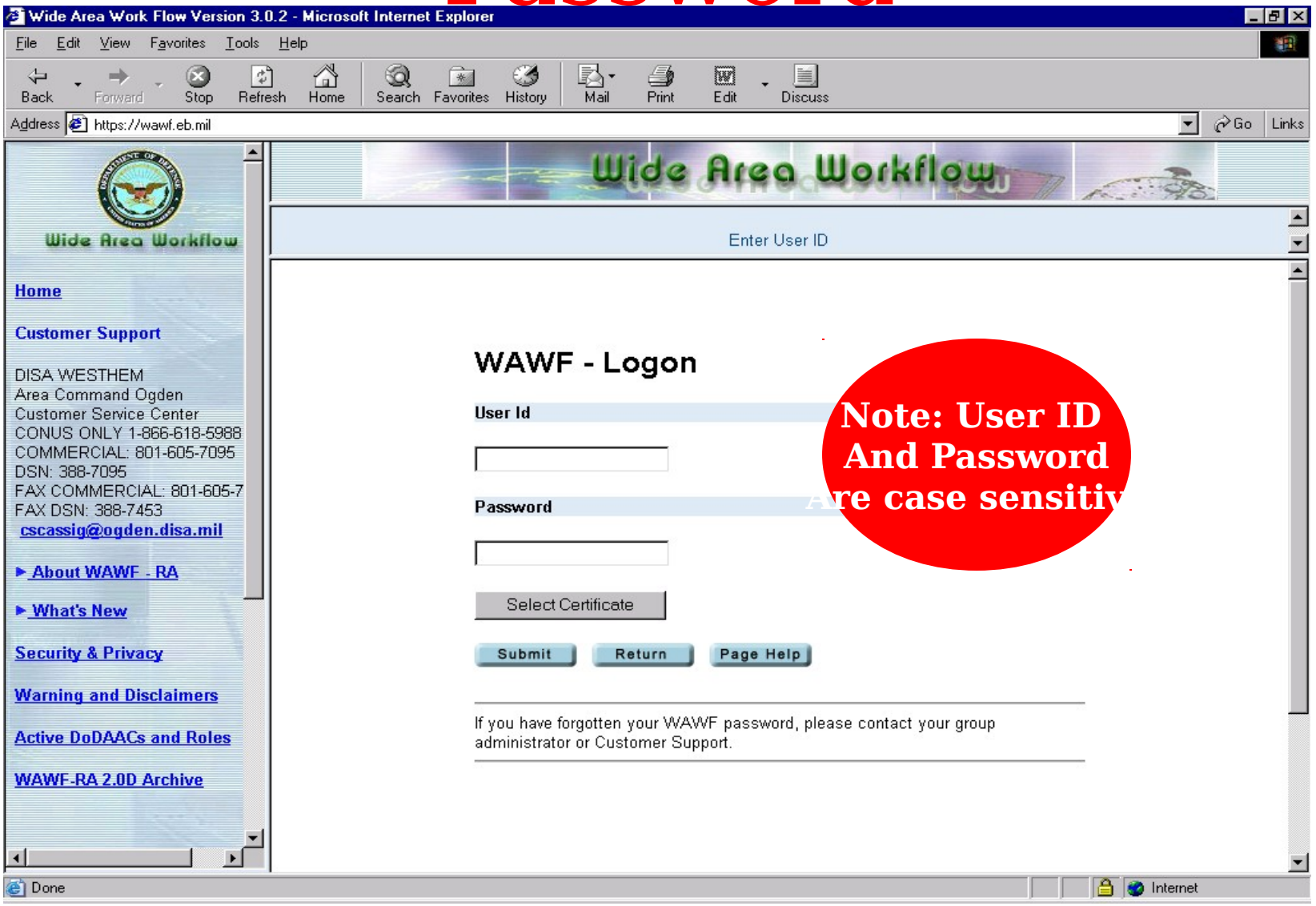
Access the WAWF-RA Website



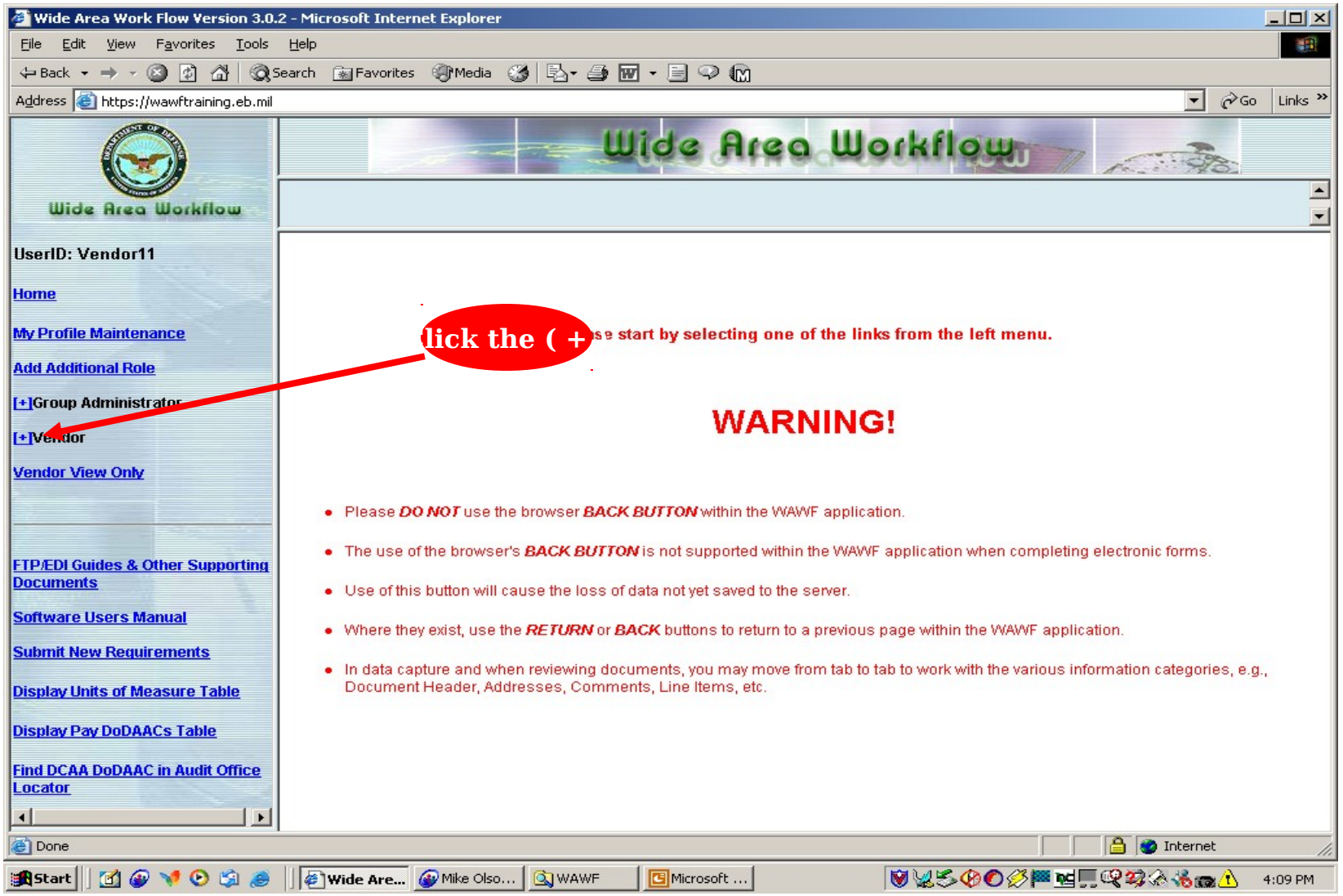
Logon to WAWF-RA



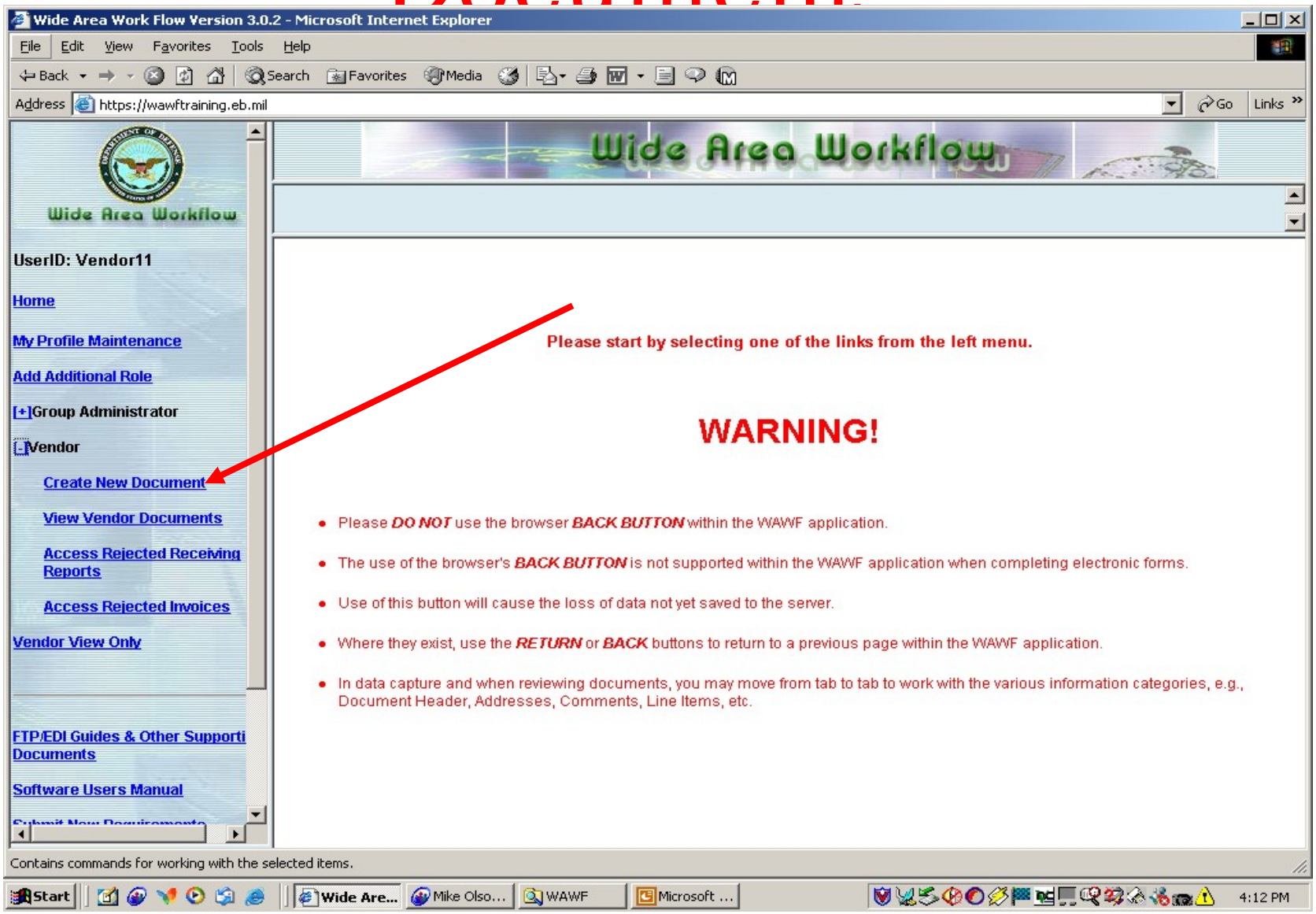
Enter User ID and Password



Open the Vendor Menu



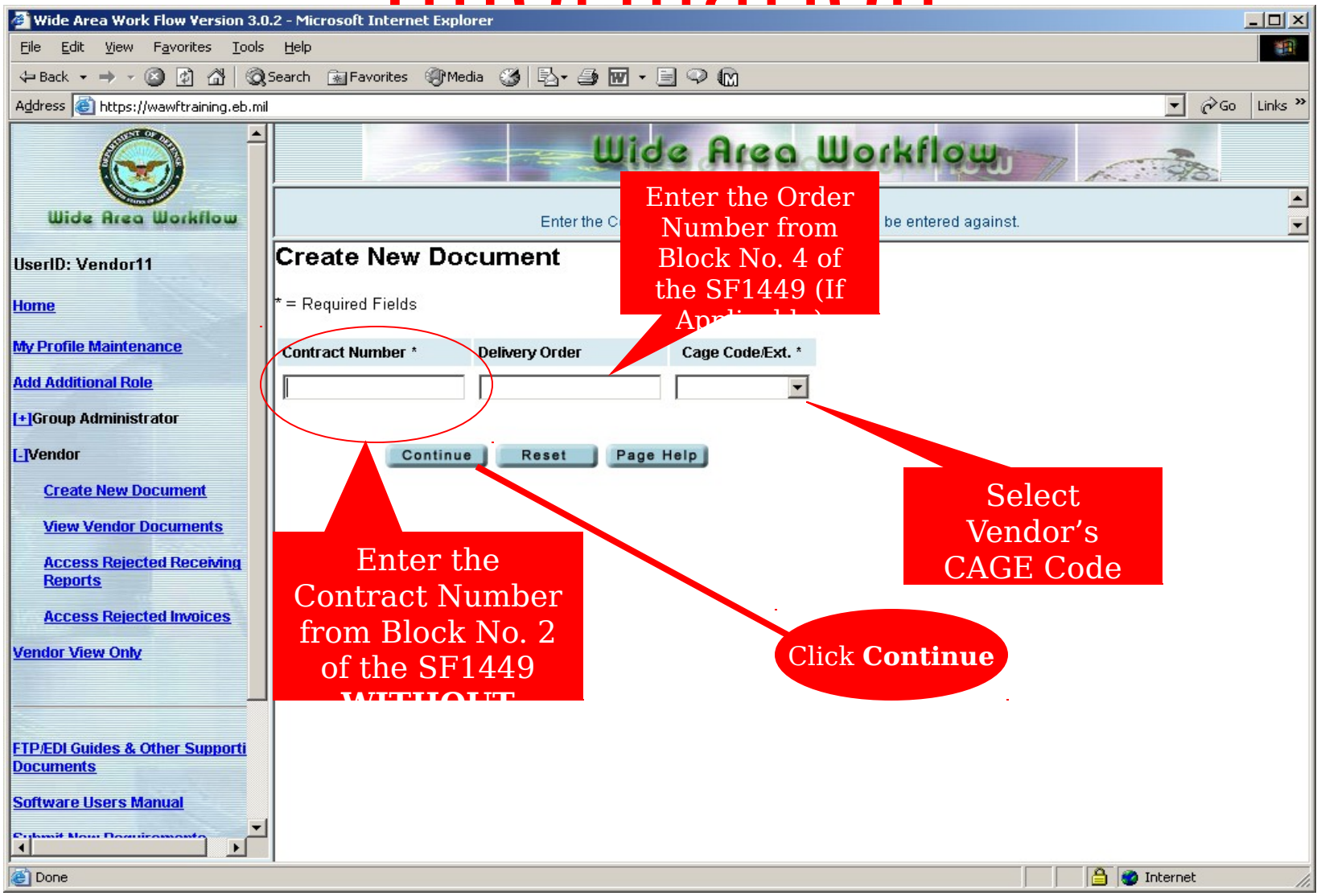
Select “Create New Document”



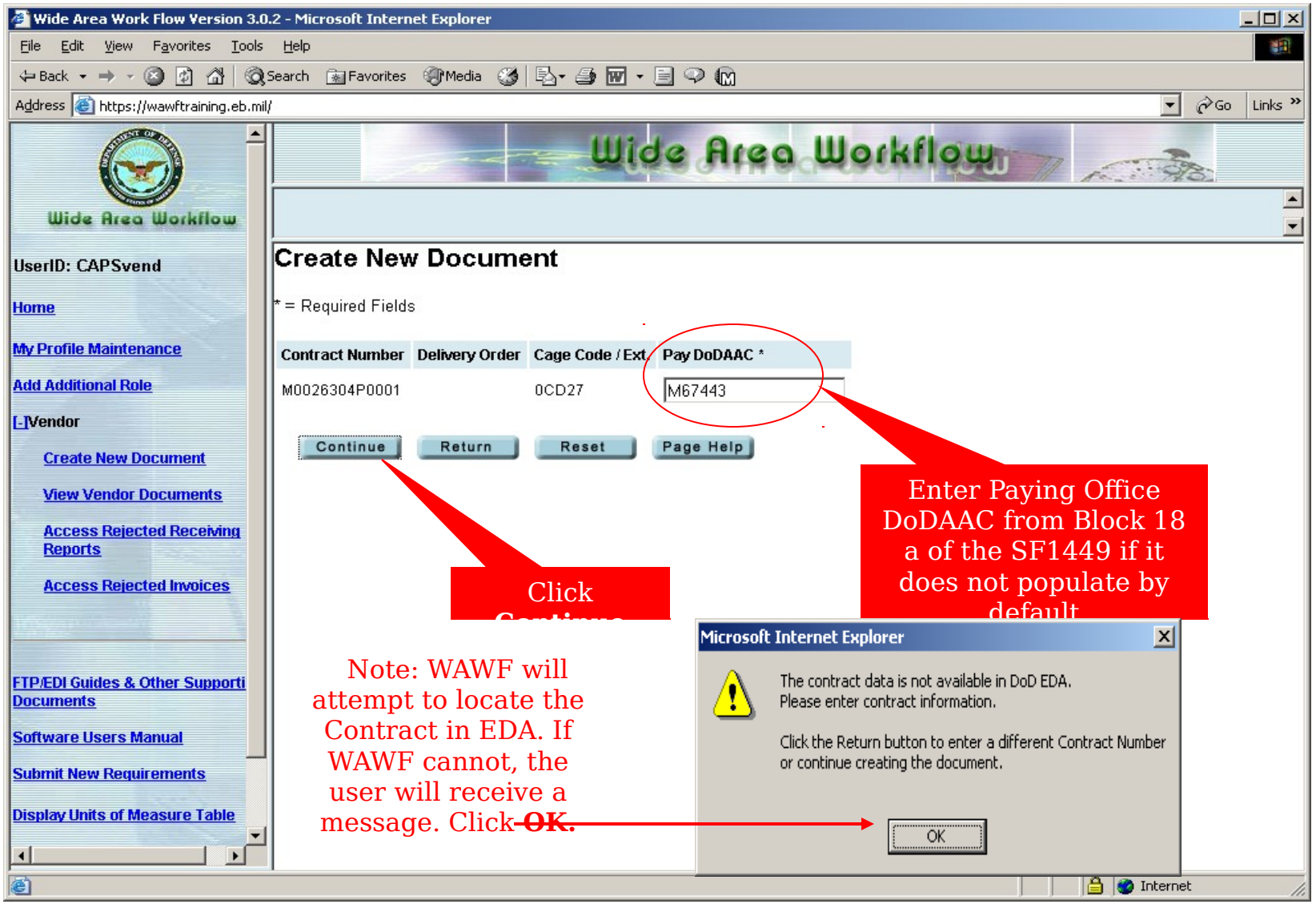
Tips when working in WAWF-RA

- Required fields are indicated with an asterisk (*).
- Entering an asterisk (*) in any date field will populate the field with the current date.

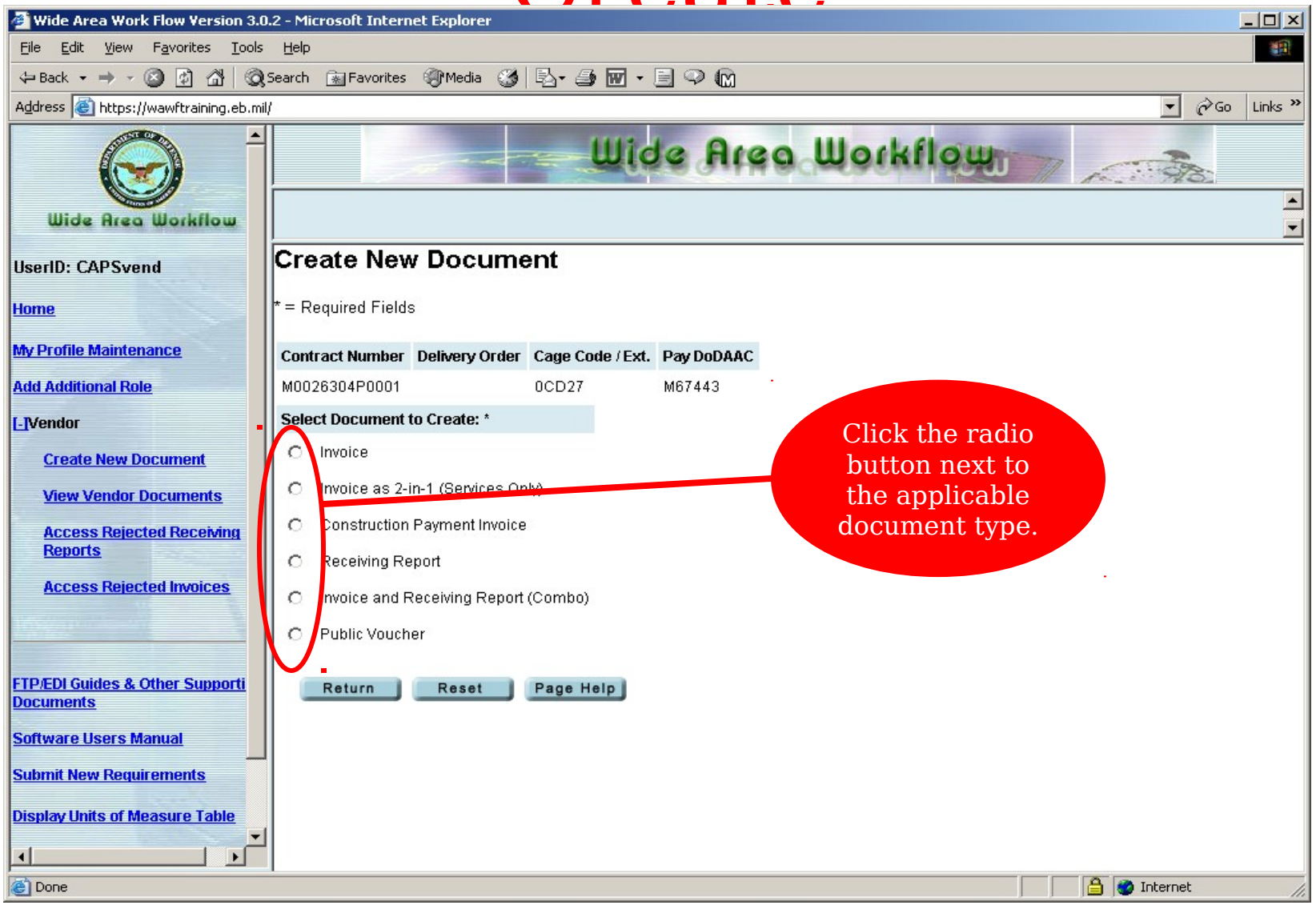
Enter Contract Information



Enter Pay DoDAAC



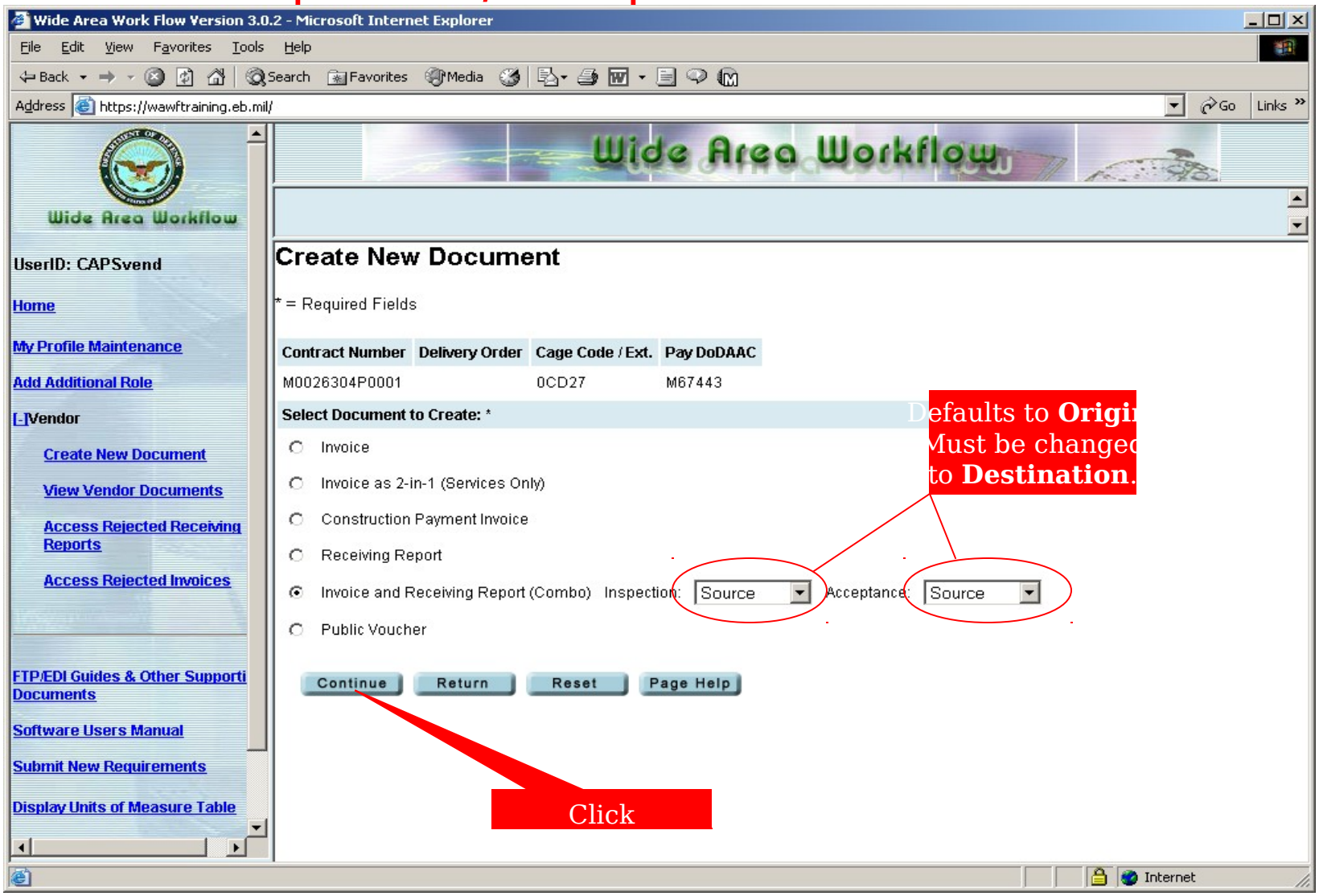
Select a Document to Create



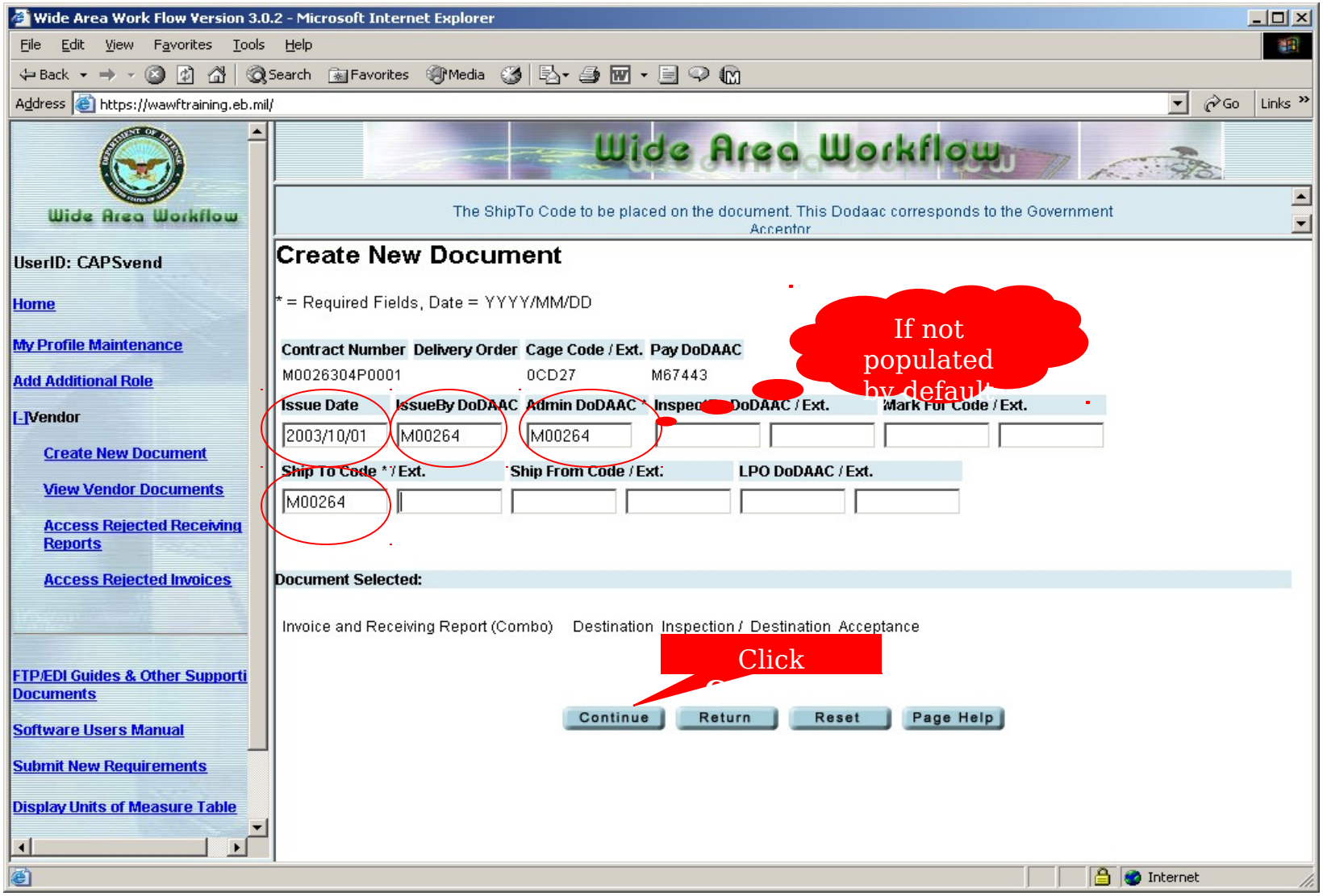
Document Types

- The most common Document Types are:
  - Invoice – Vendor created. Does not include a Receiving Report.
  - Combo – Vendor created. Consists of a separate Invoice and Receiving Report. Invoice is routed to Paying Office, Receiving Report is routed to Accepting Activity.
  - Receiving Report – Vendor or Acceptor created. Does not include an Invoice.
  - Invoice 2 in 1 – Vendor created. Normally for Services. Invoice is routed to the Accepting Activity. Once accepted is routed to the Paying Office.

If creating a Receiving Report or Invoice and Receiving Report Combo, you must Identify Inspection/Acceptance Locations



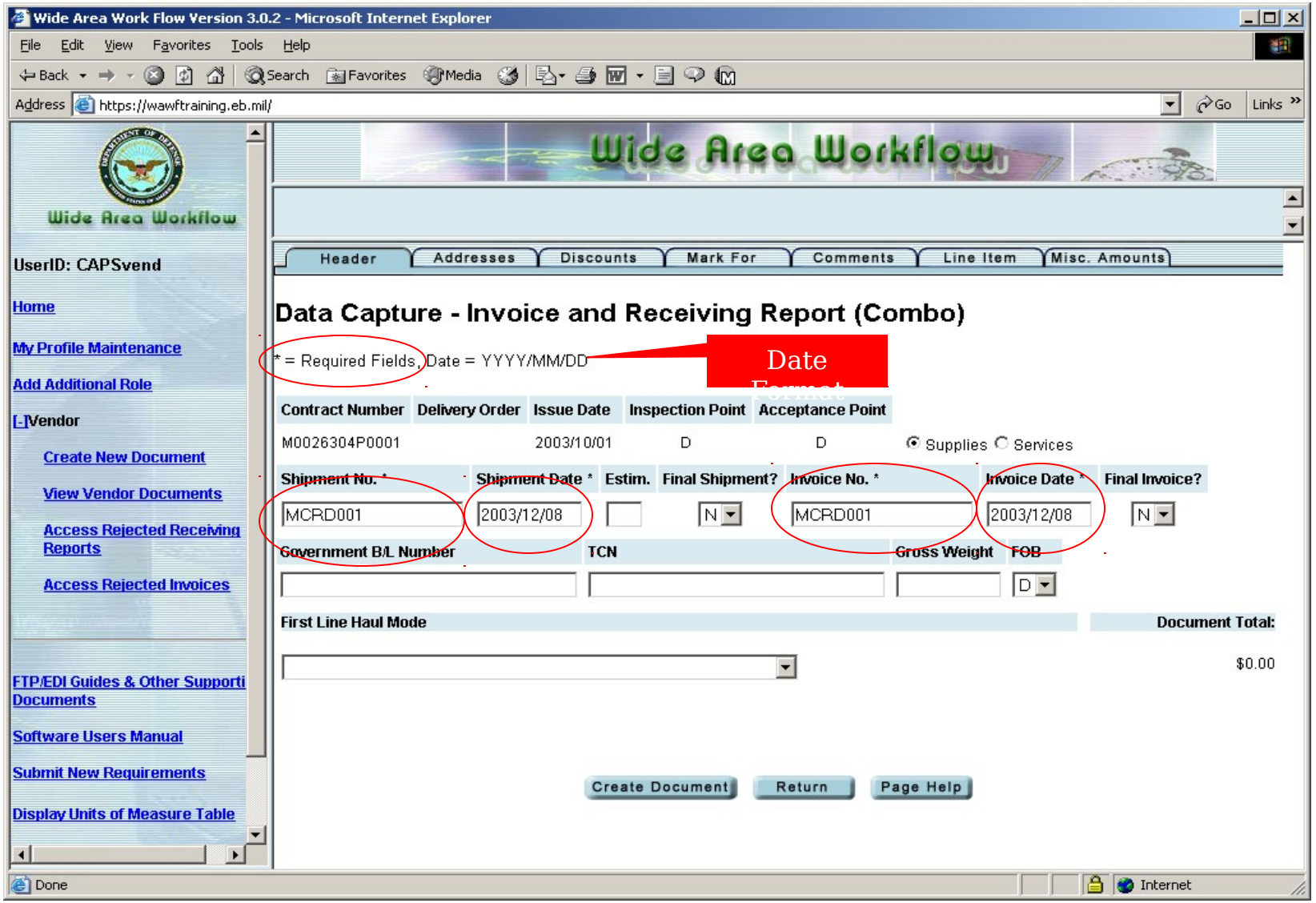
Enter Additional Contract Information



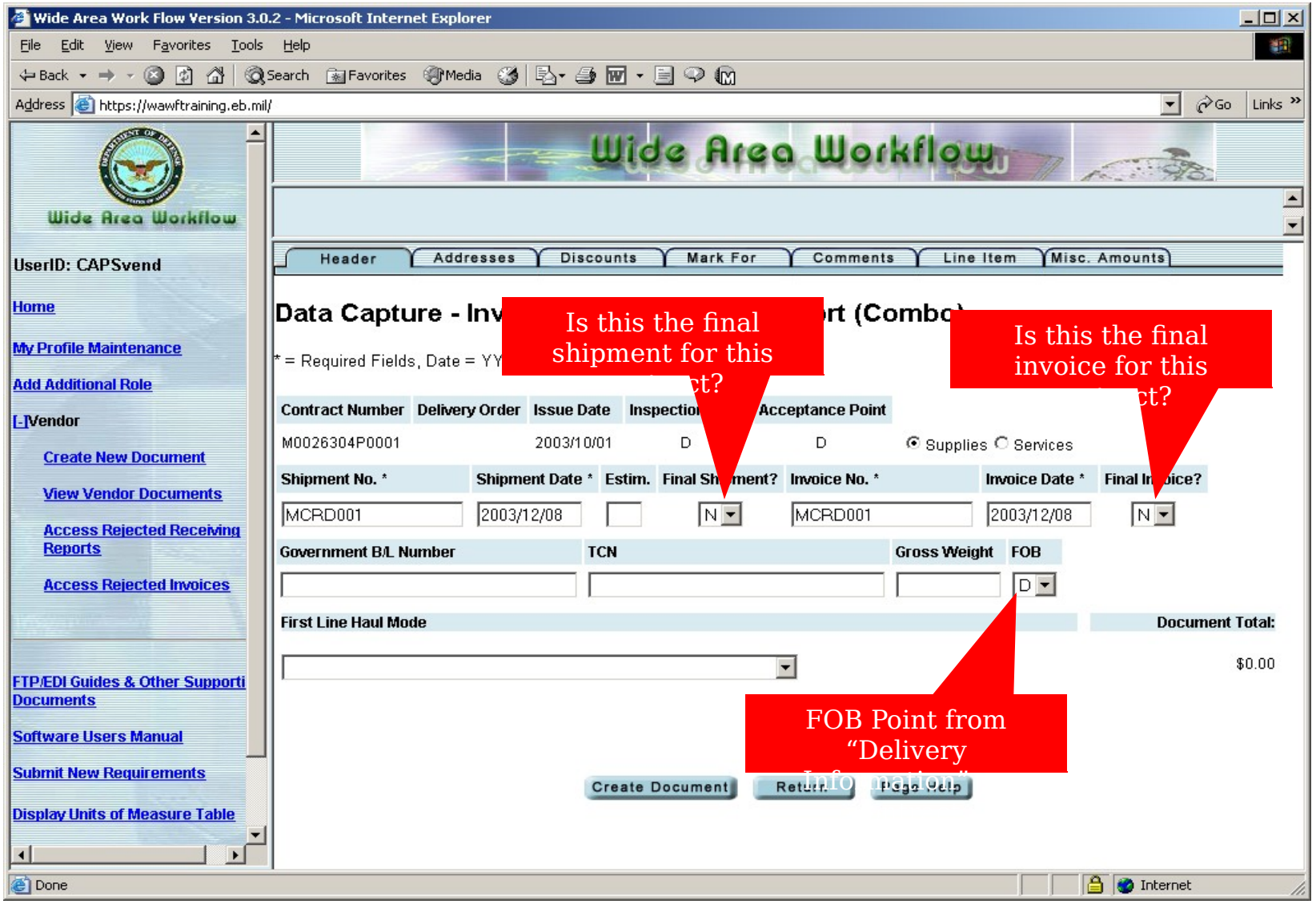
Location of Additional Contract Information on the SF1449

- Issue Date – Award/Effective Date (Block 3).
- Issued By DoDAAC – Issued By (Block 9). Admin DoDAAC – Administered By (Block 16).
- Ship To Code – Deliver To (Block 15), or in the Delivery Schedule within the contract.

Enter Shipment and Invoice Information



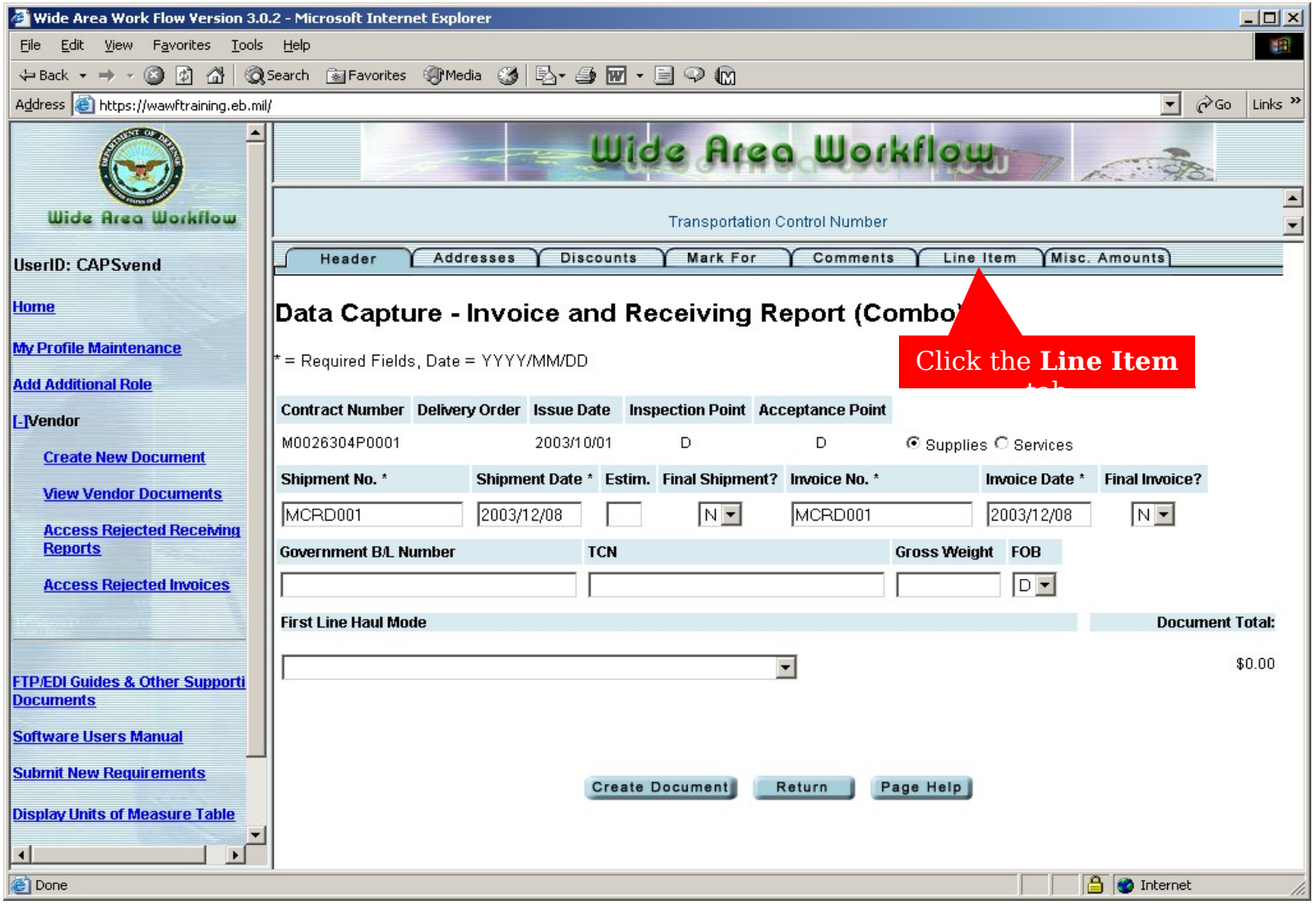
Final Shipment and F.O.B.?



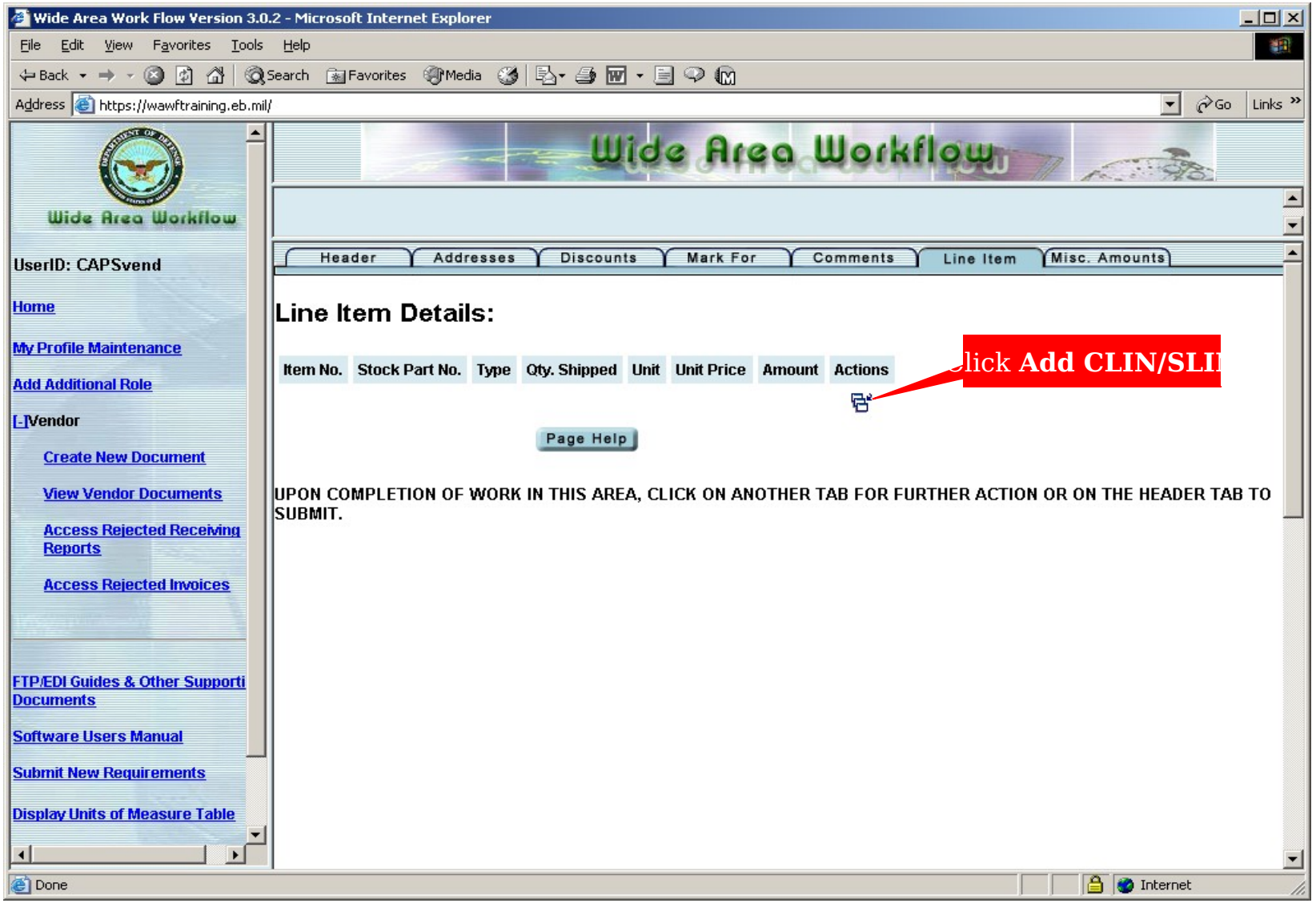
Create Line Items

All WAWF Documents must contain a minimum of one Line Item

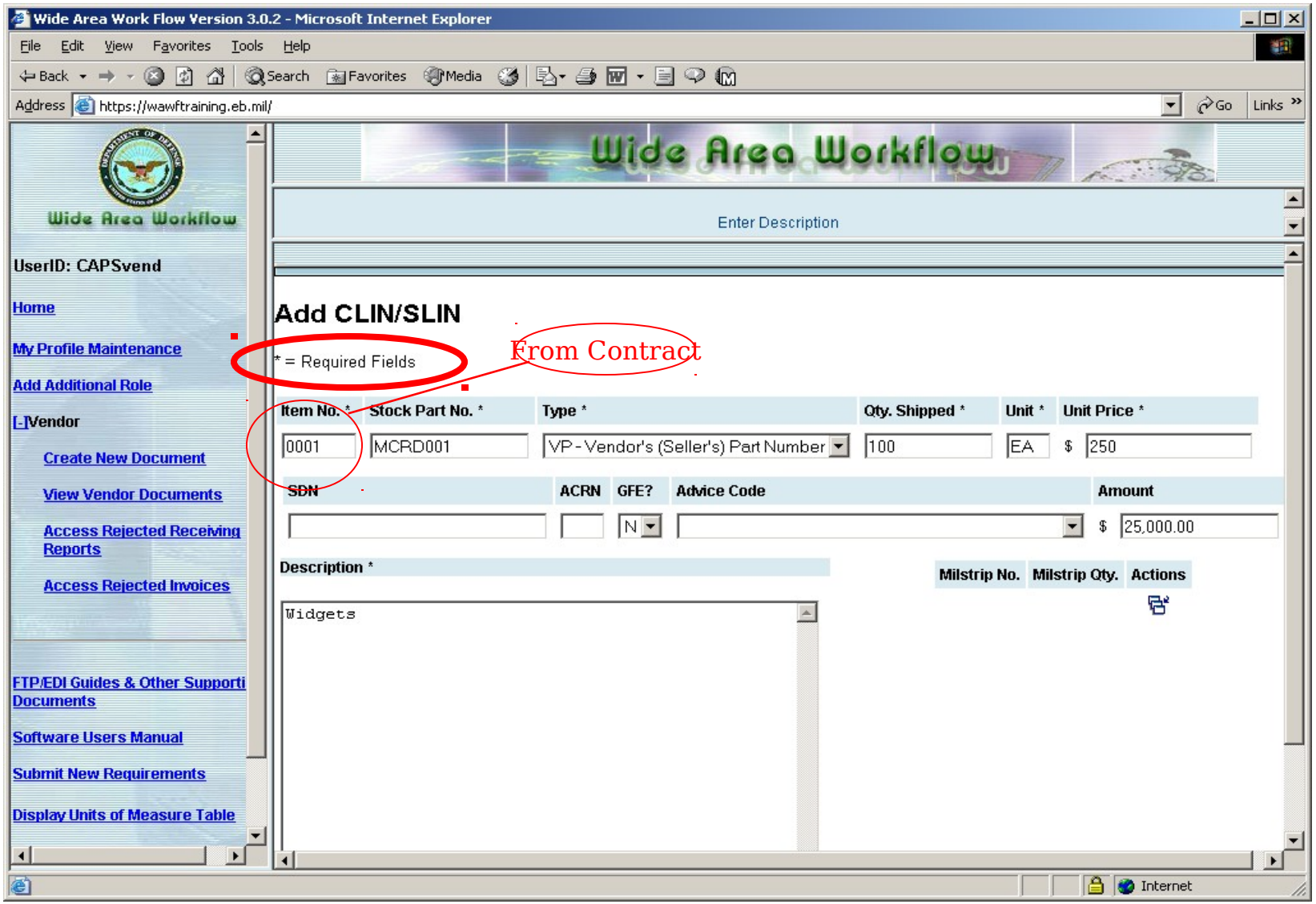
Access the Line Item Tab



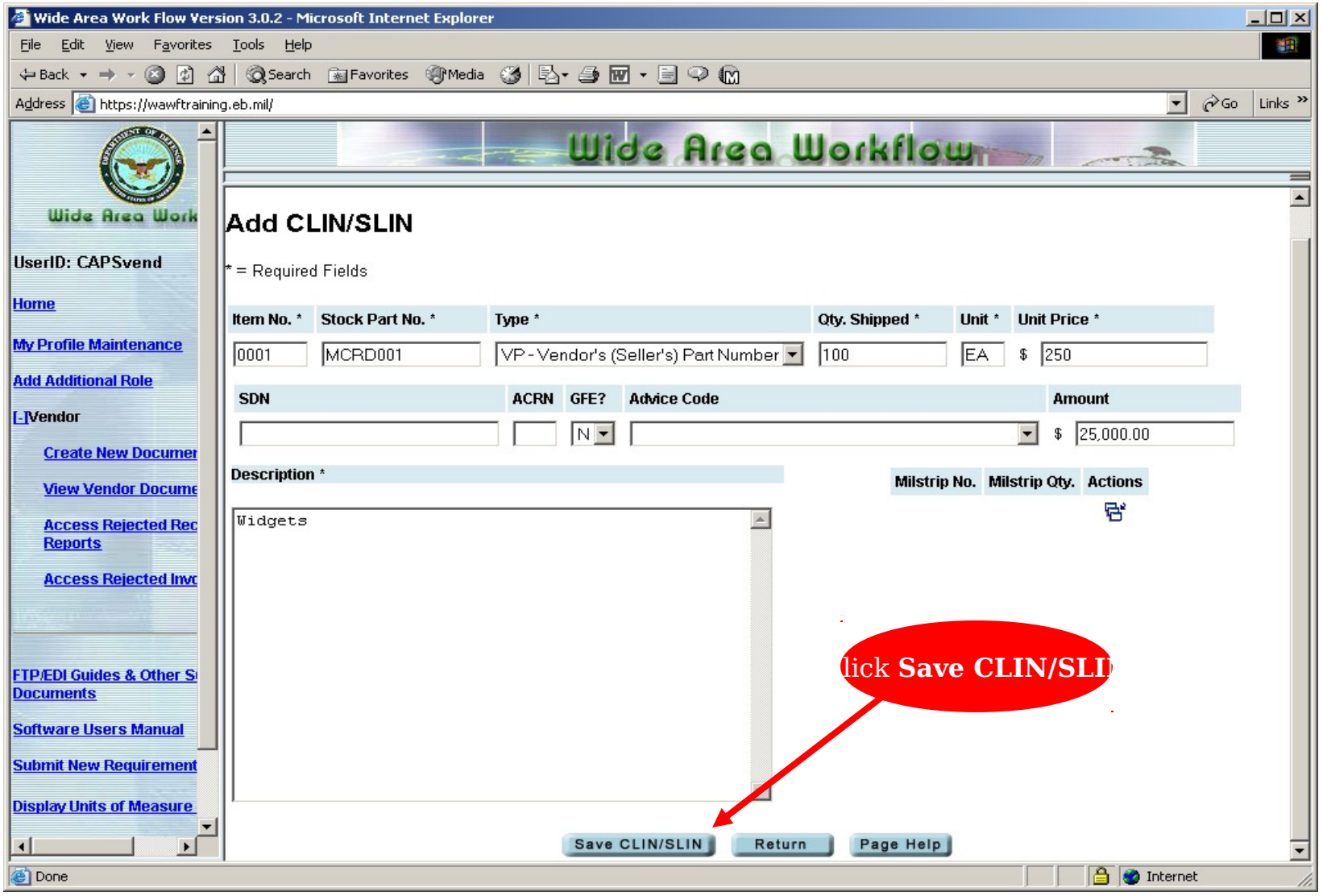
Add Line Items



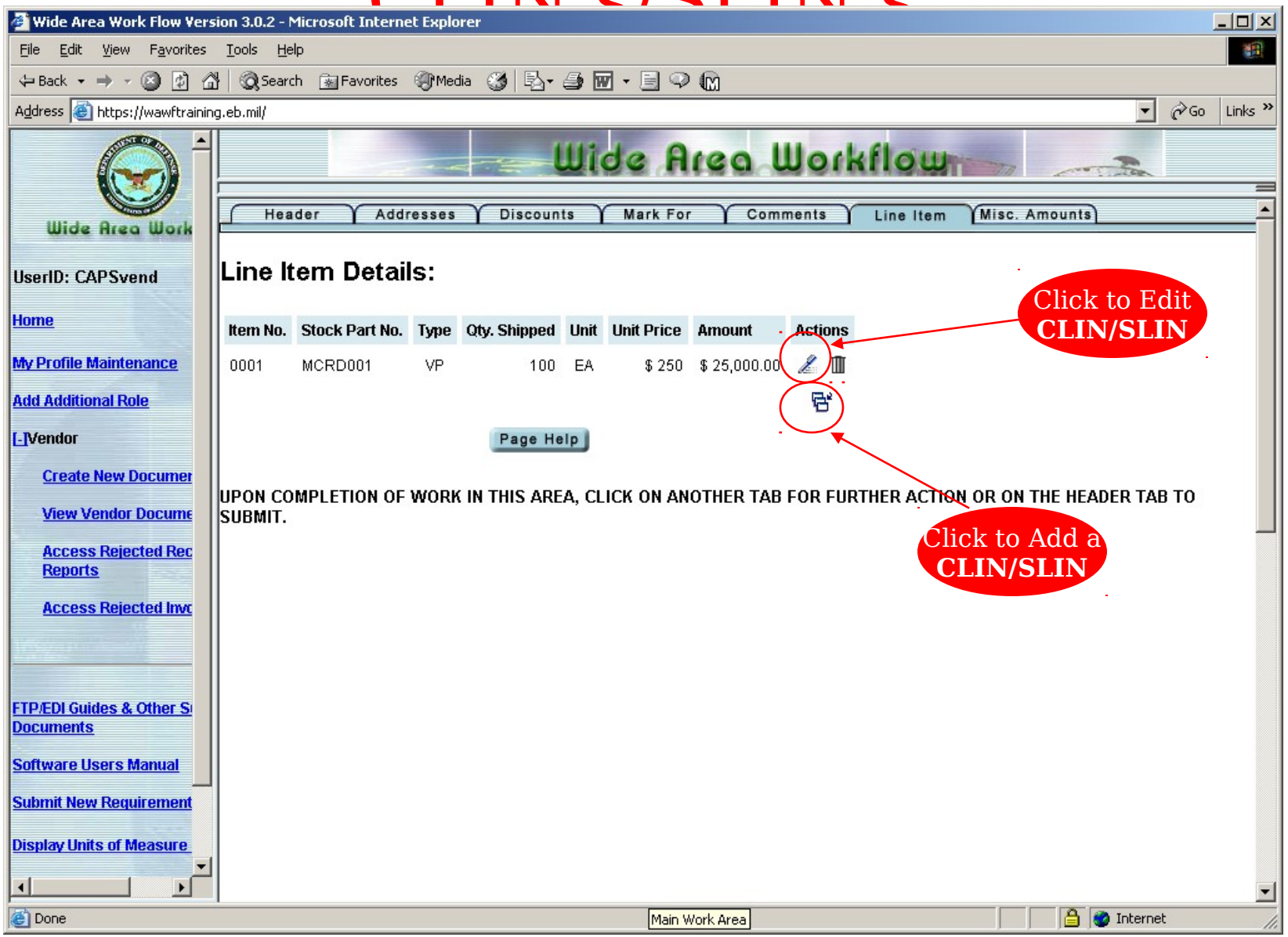
Enter CLIN Information



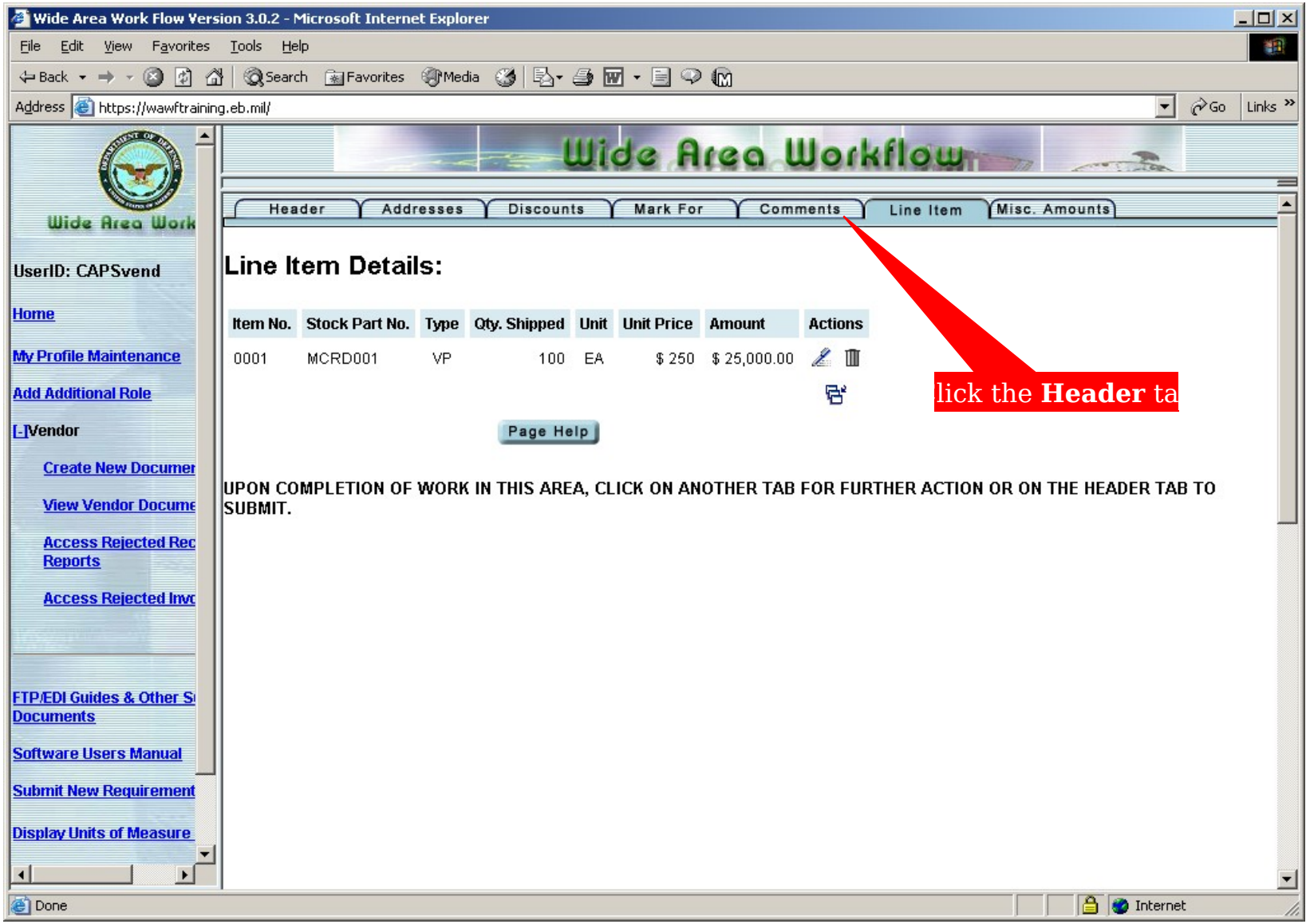
Save CLIN/SLIN



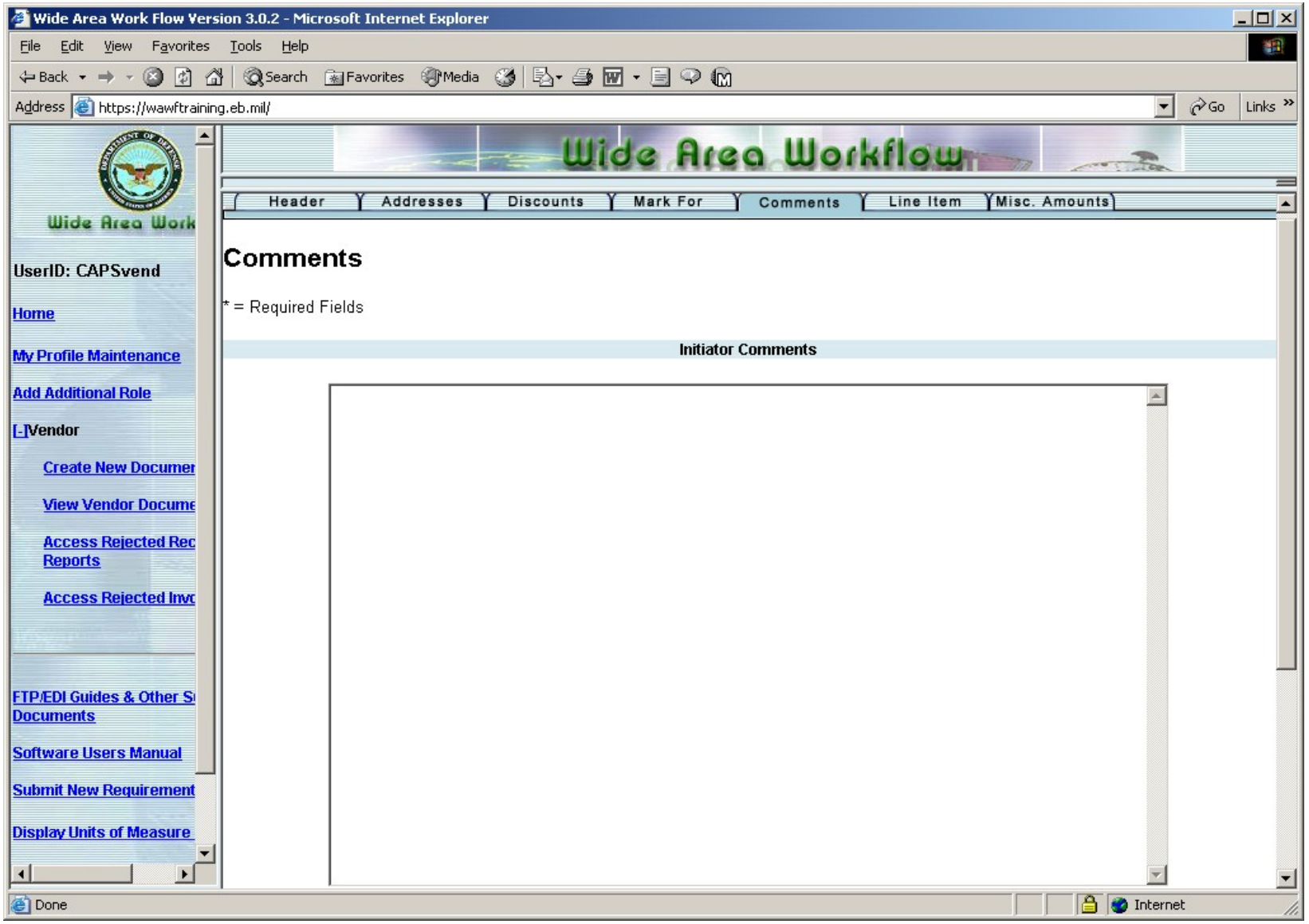
Edit or add additional CLIN's/SLIN's



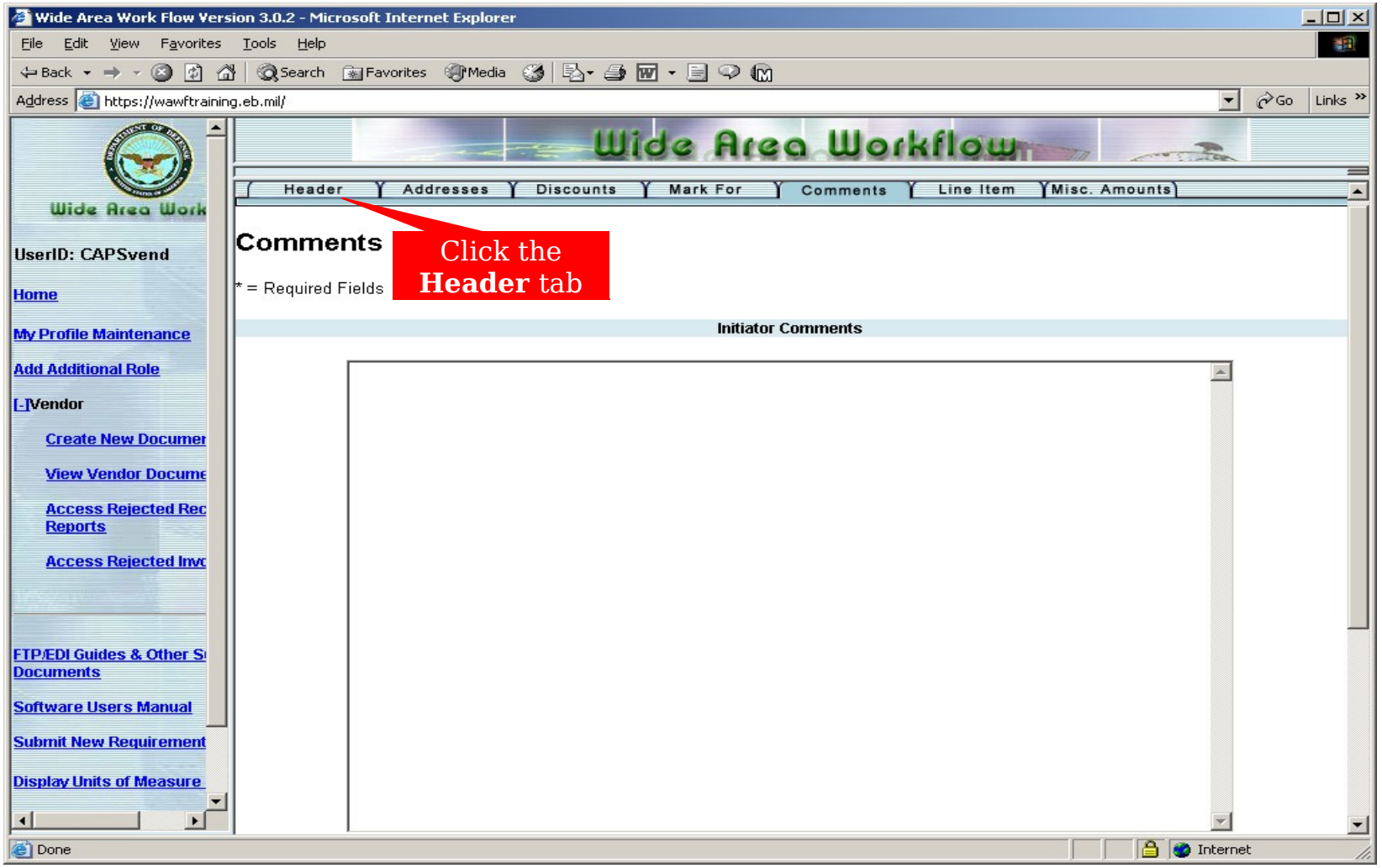
Add Comments?



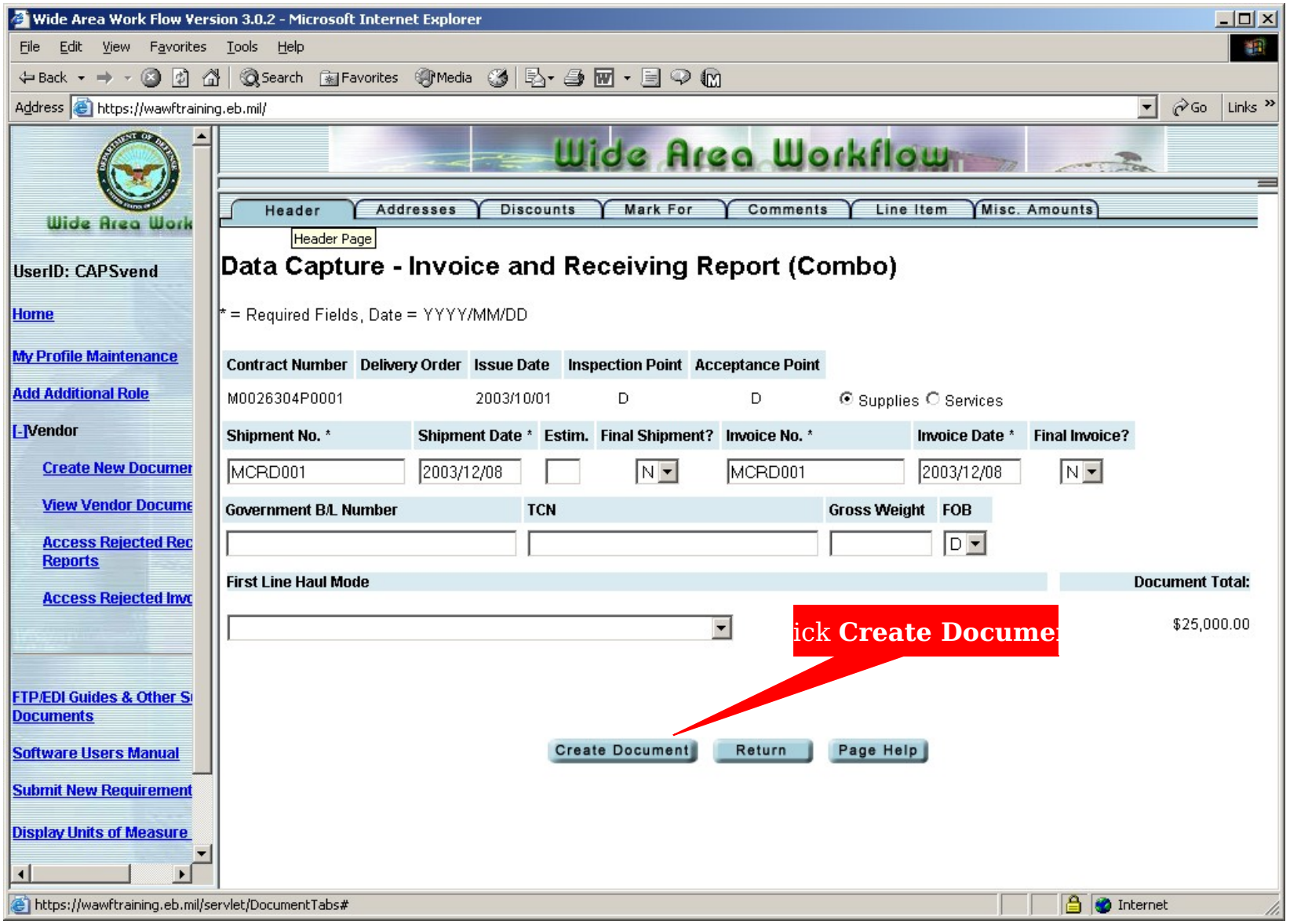
Enter Initiator's Comments



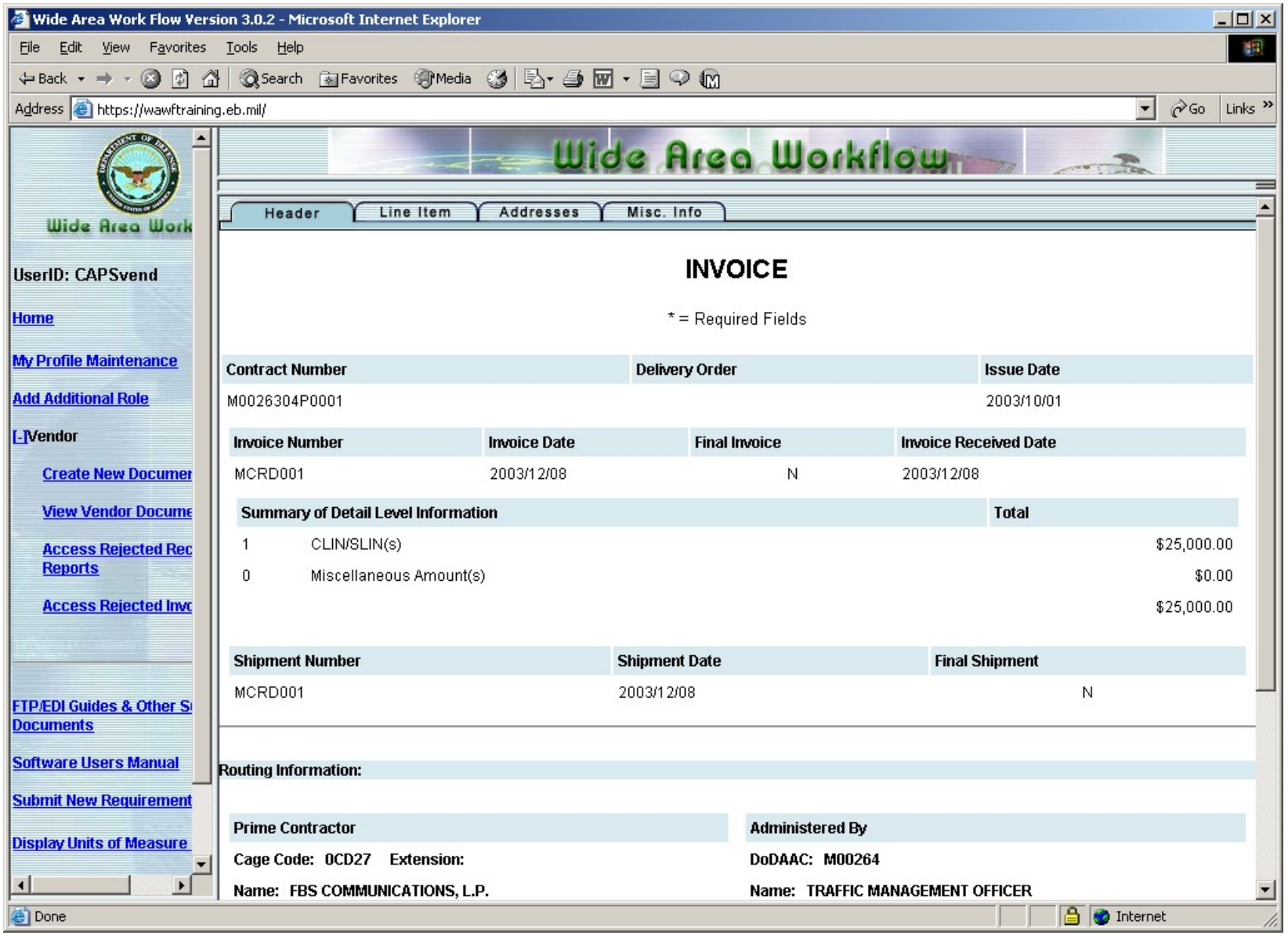
Return to the **Header** tab



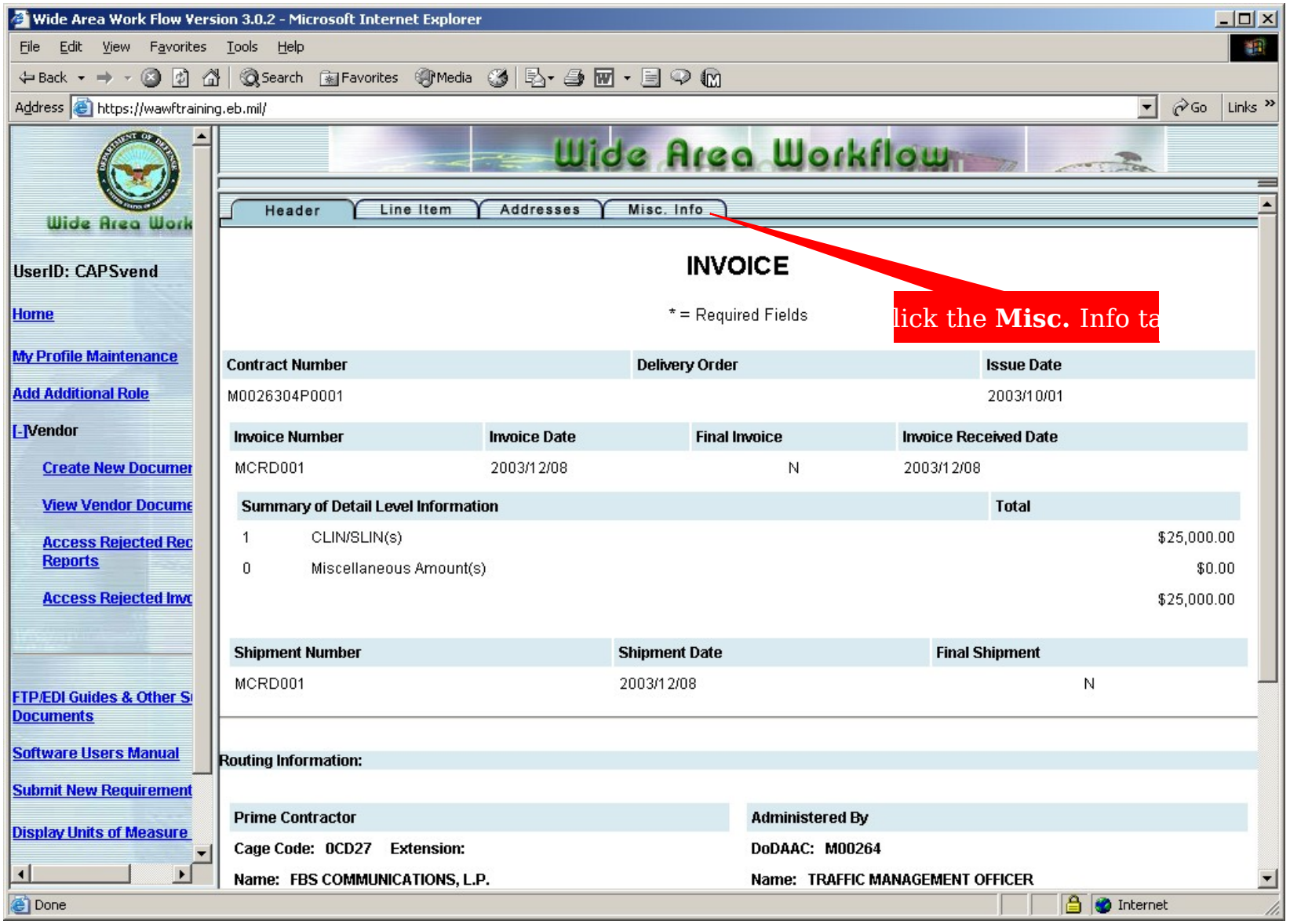
Create the Document



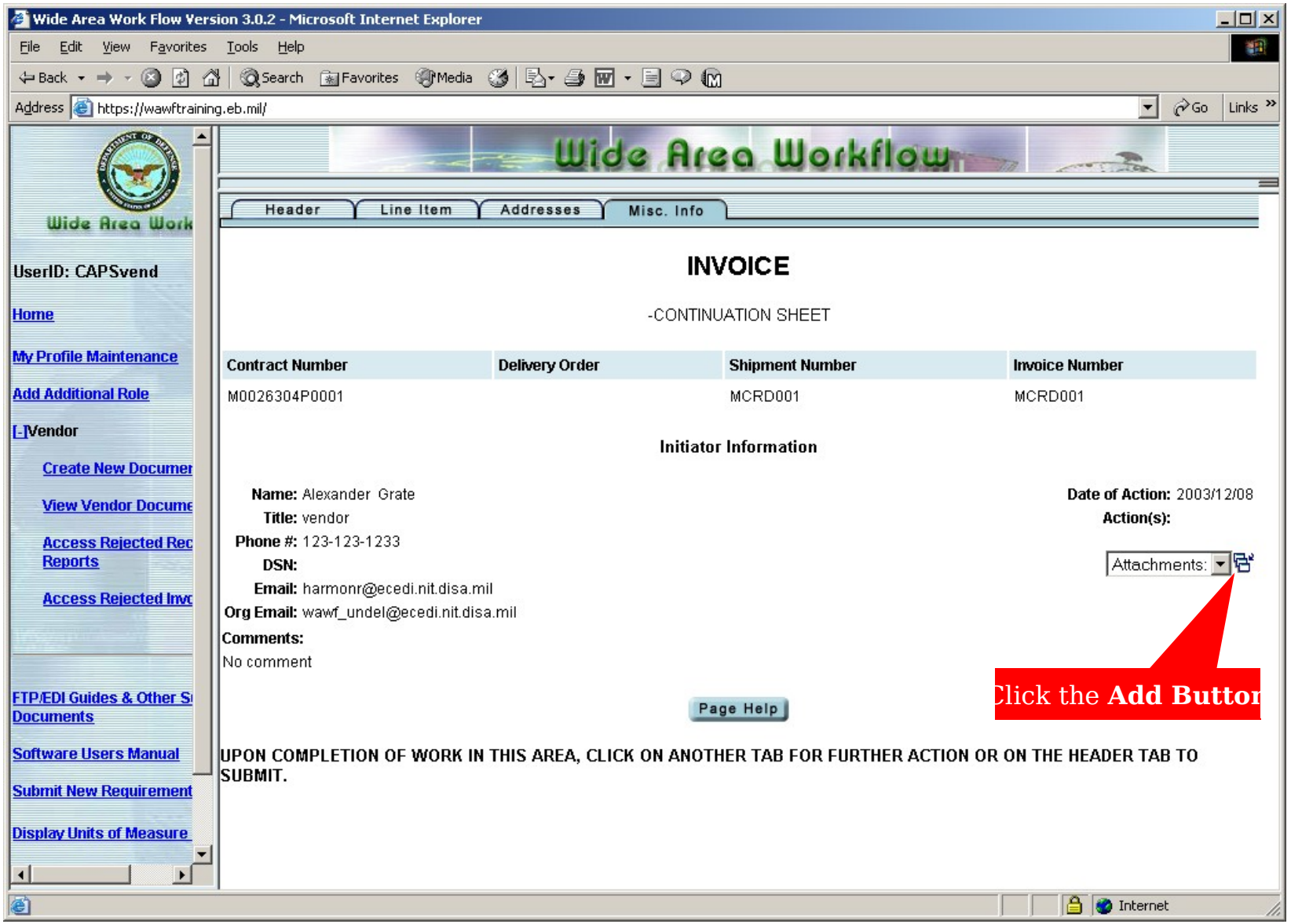
Document Created



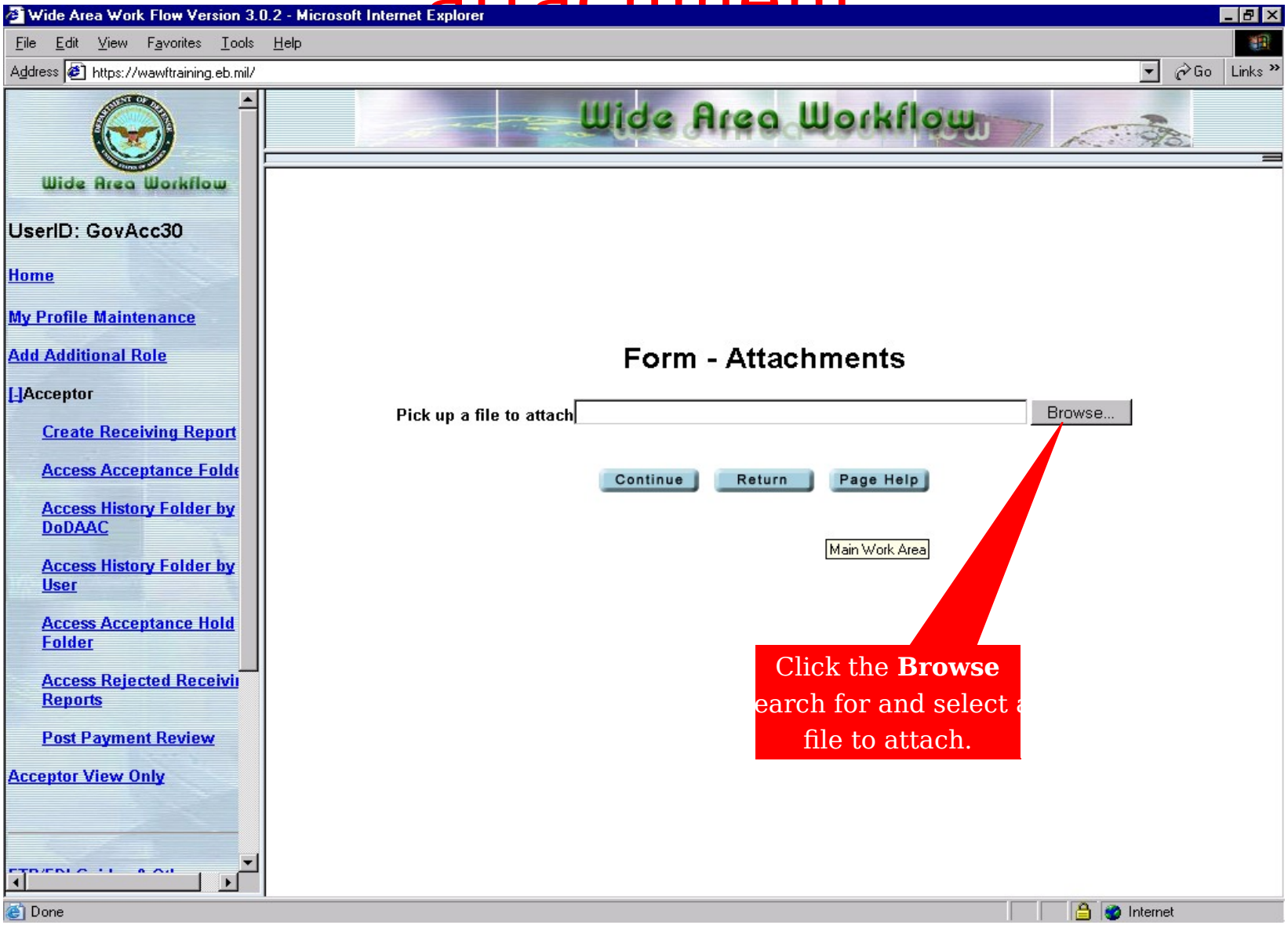
Adding Attachments



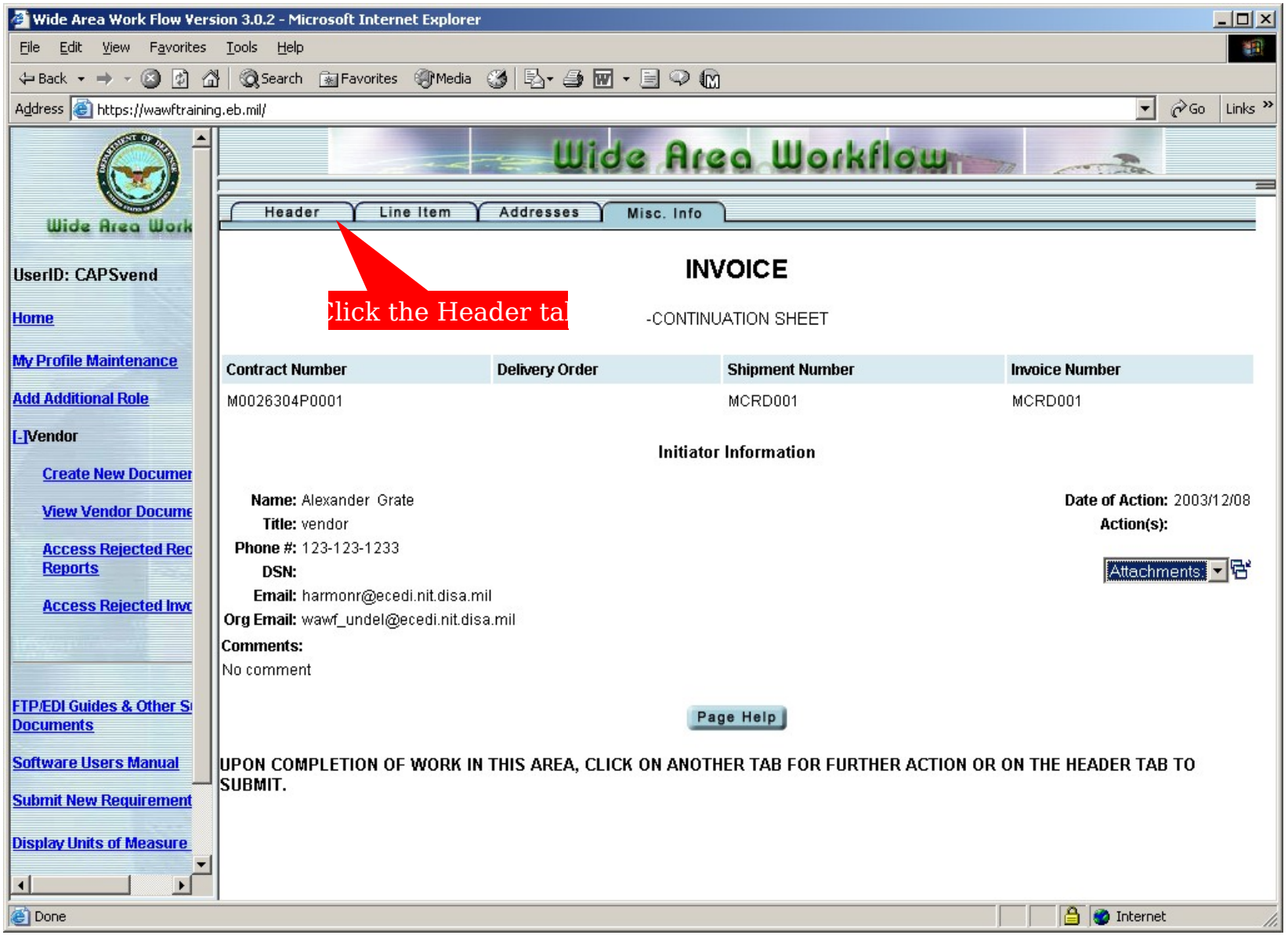
Add an Attachment



Search for and select the attachment

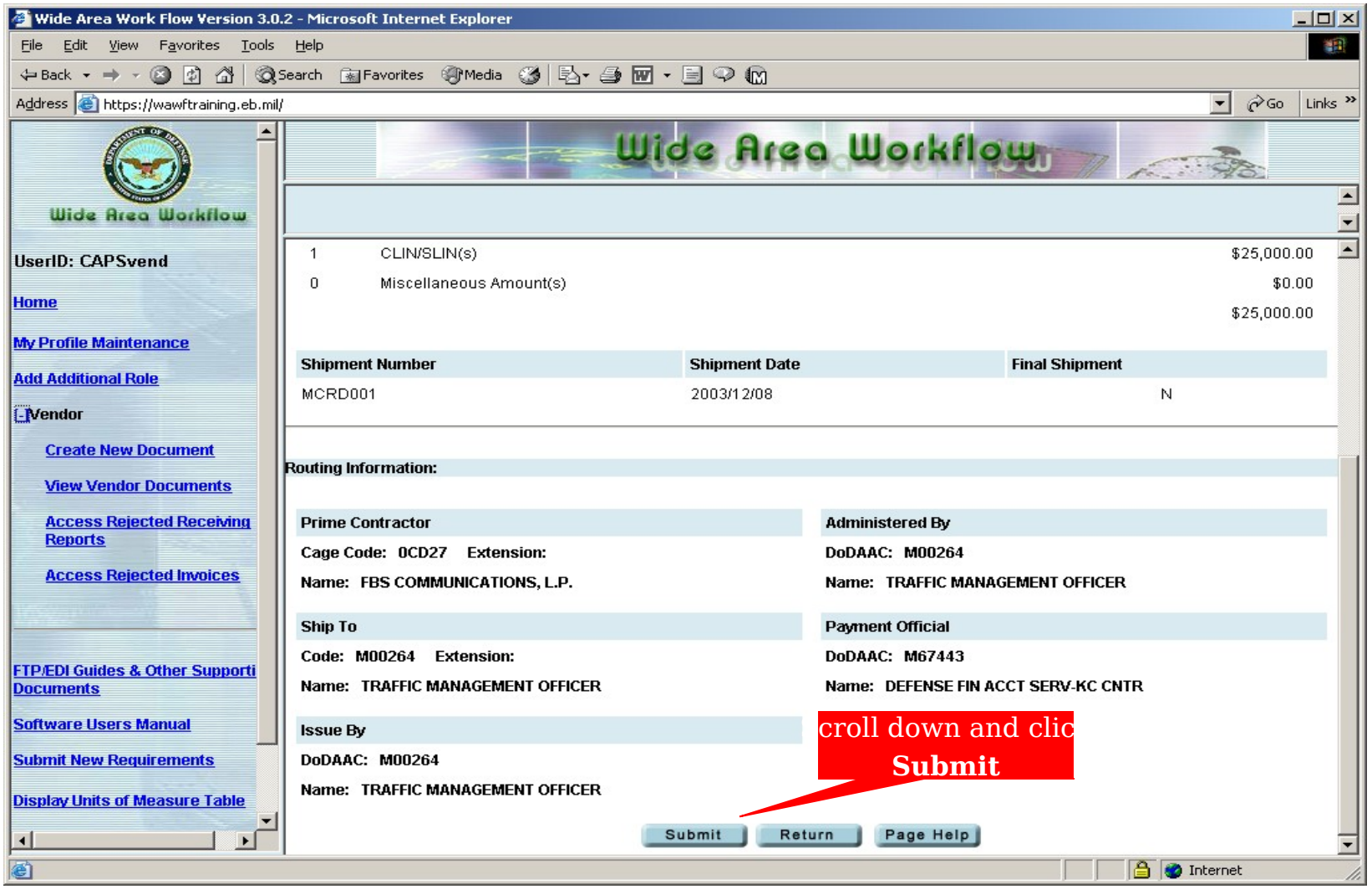


Return to the Header tab

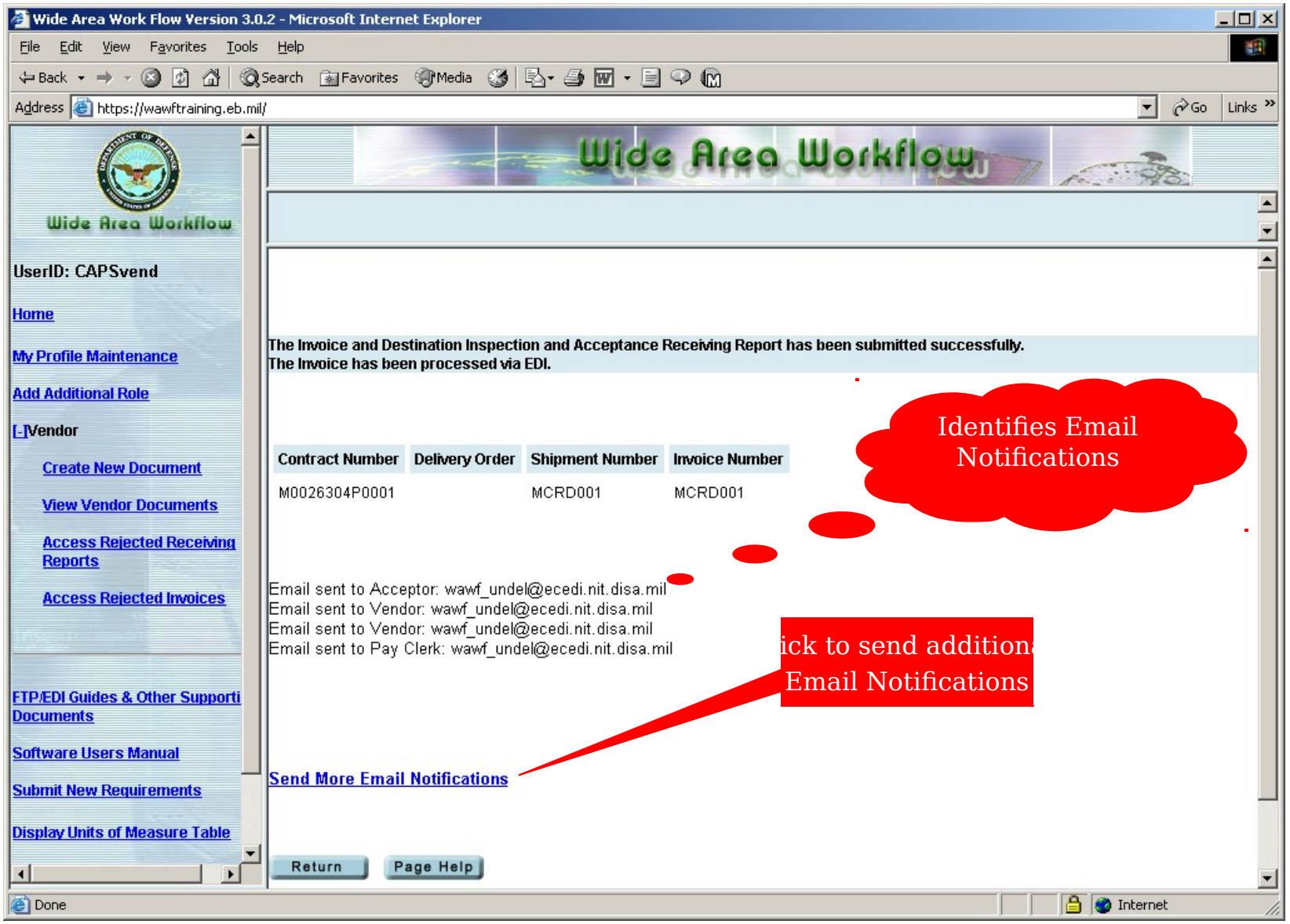


Submit the Document(s)

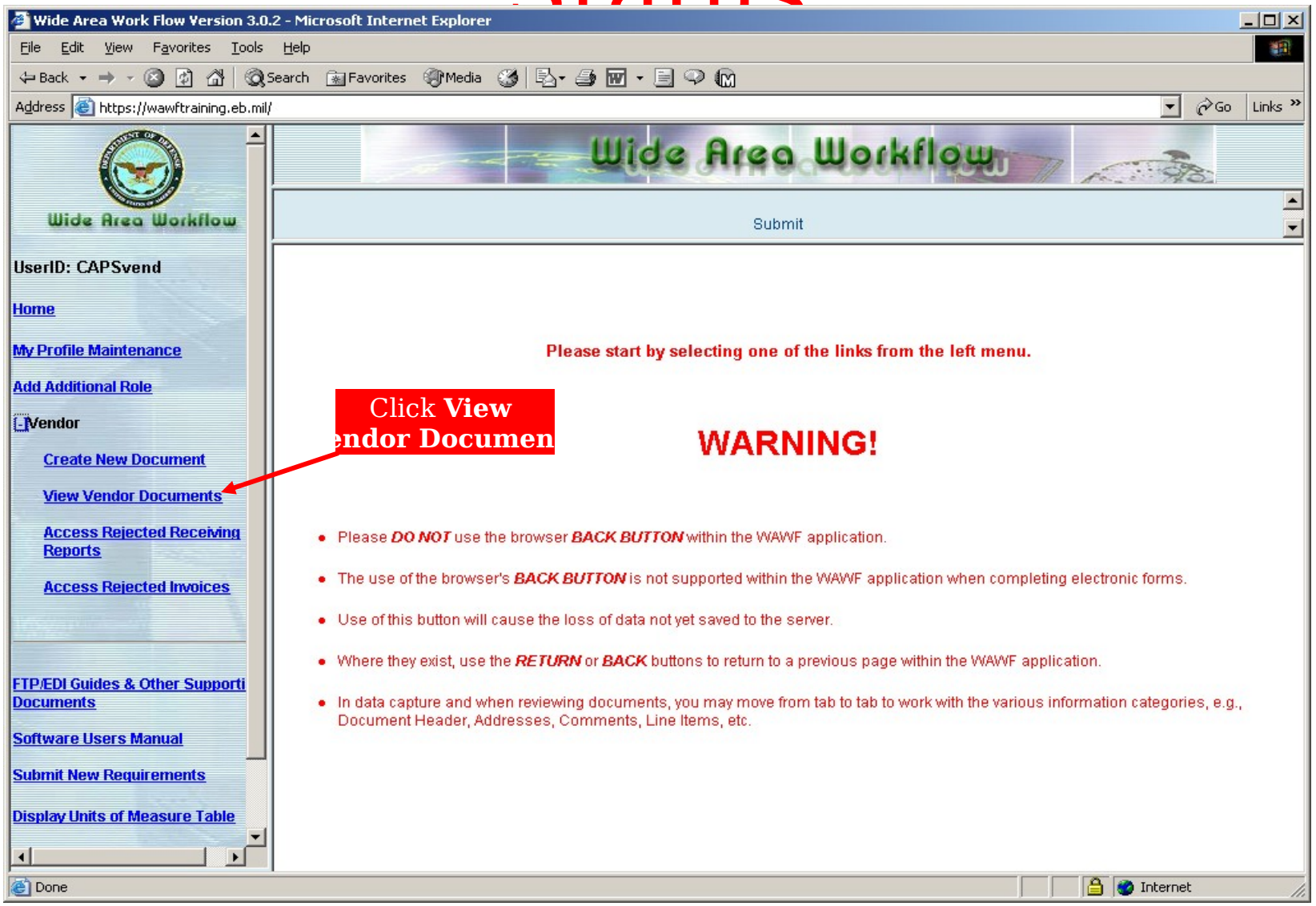
(If creating a **Combo**, the user must submit both the Invoice and Receiving Report)



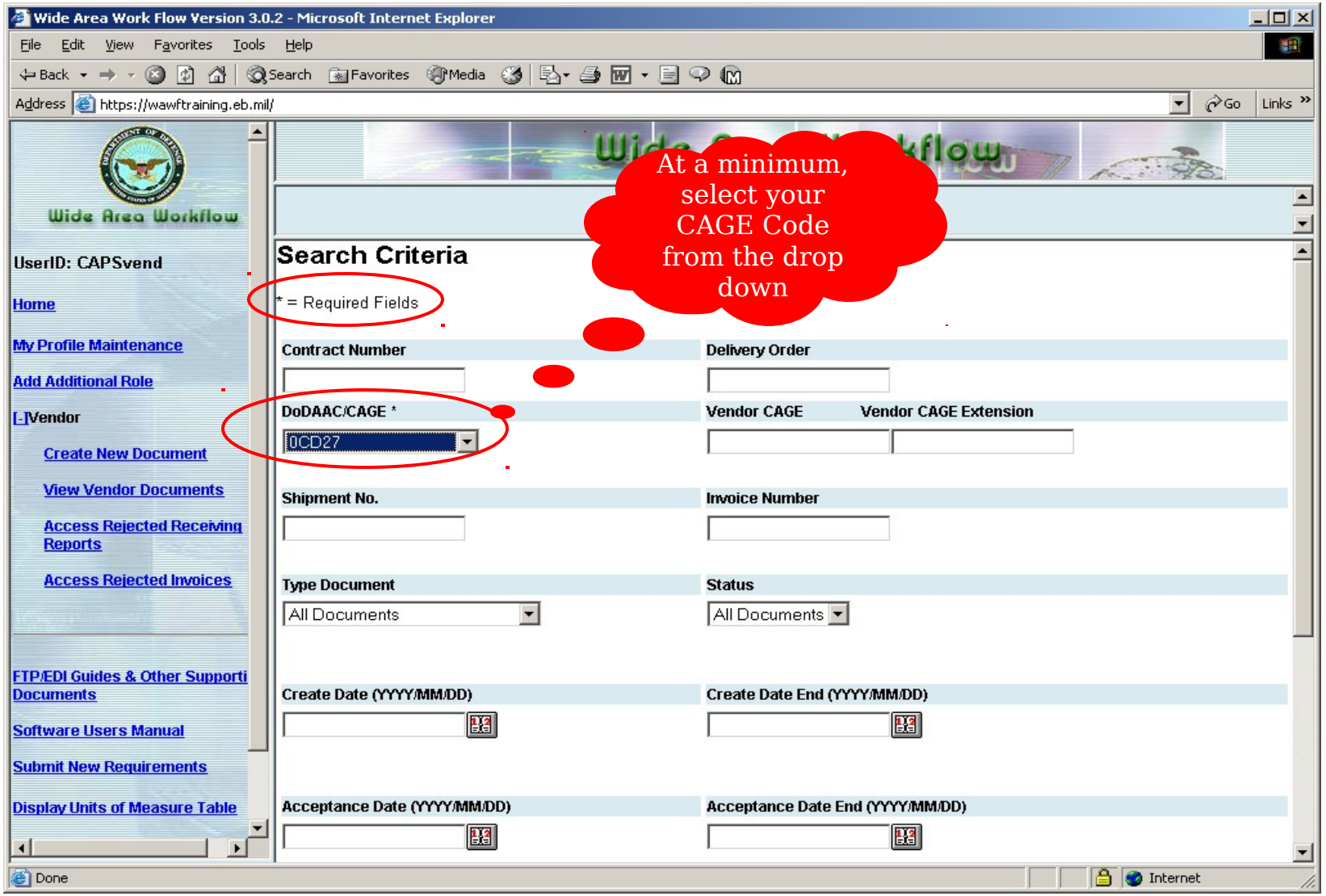
Receive Confirmation



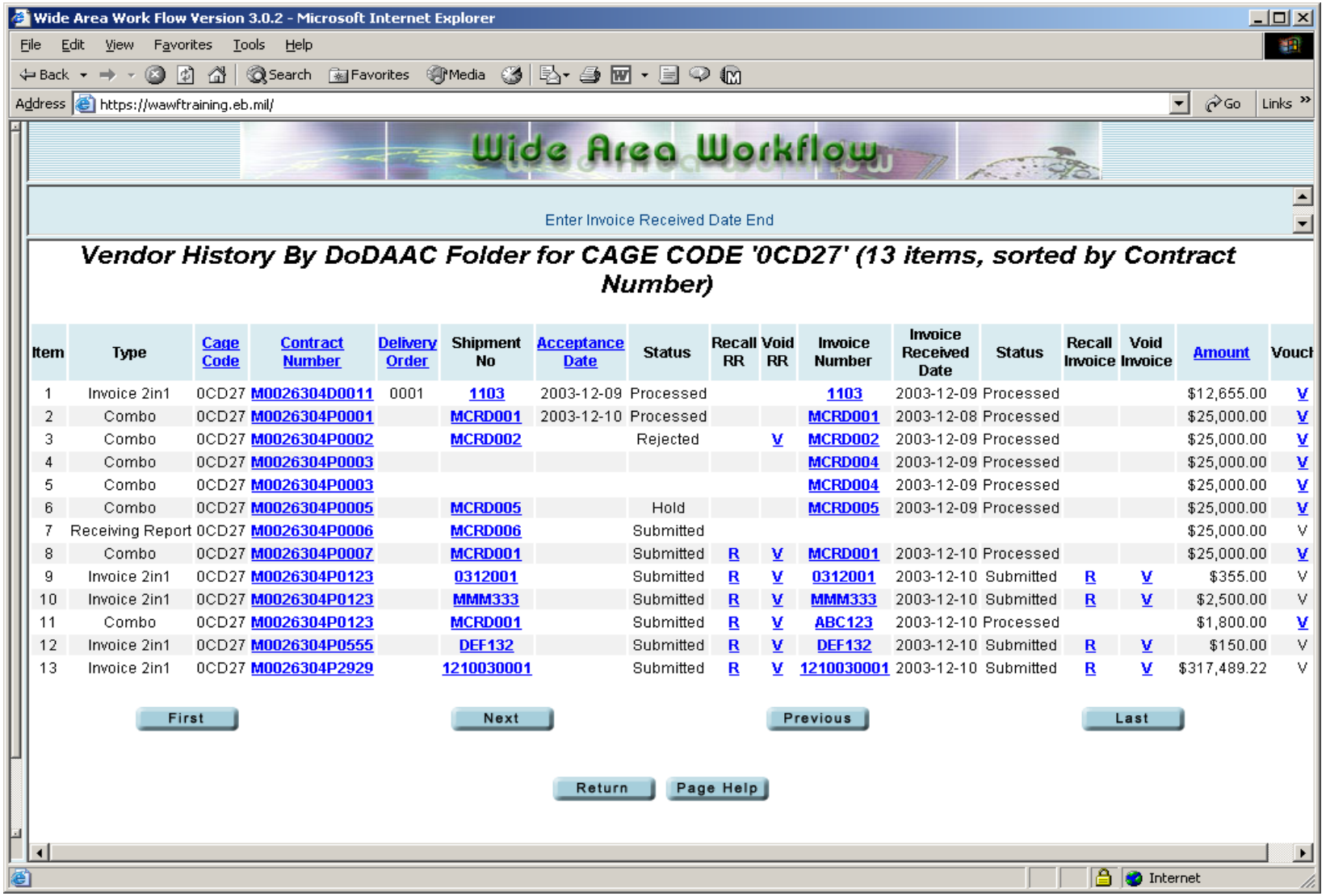
Checking Document Status



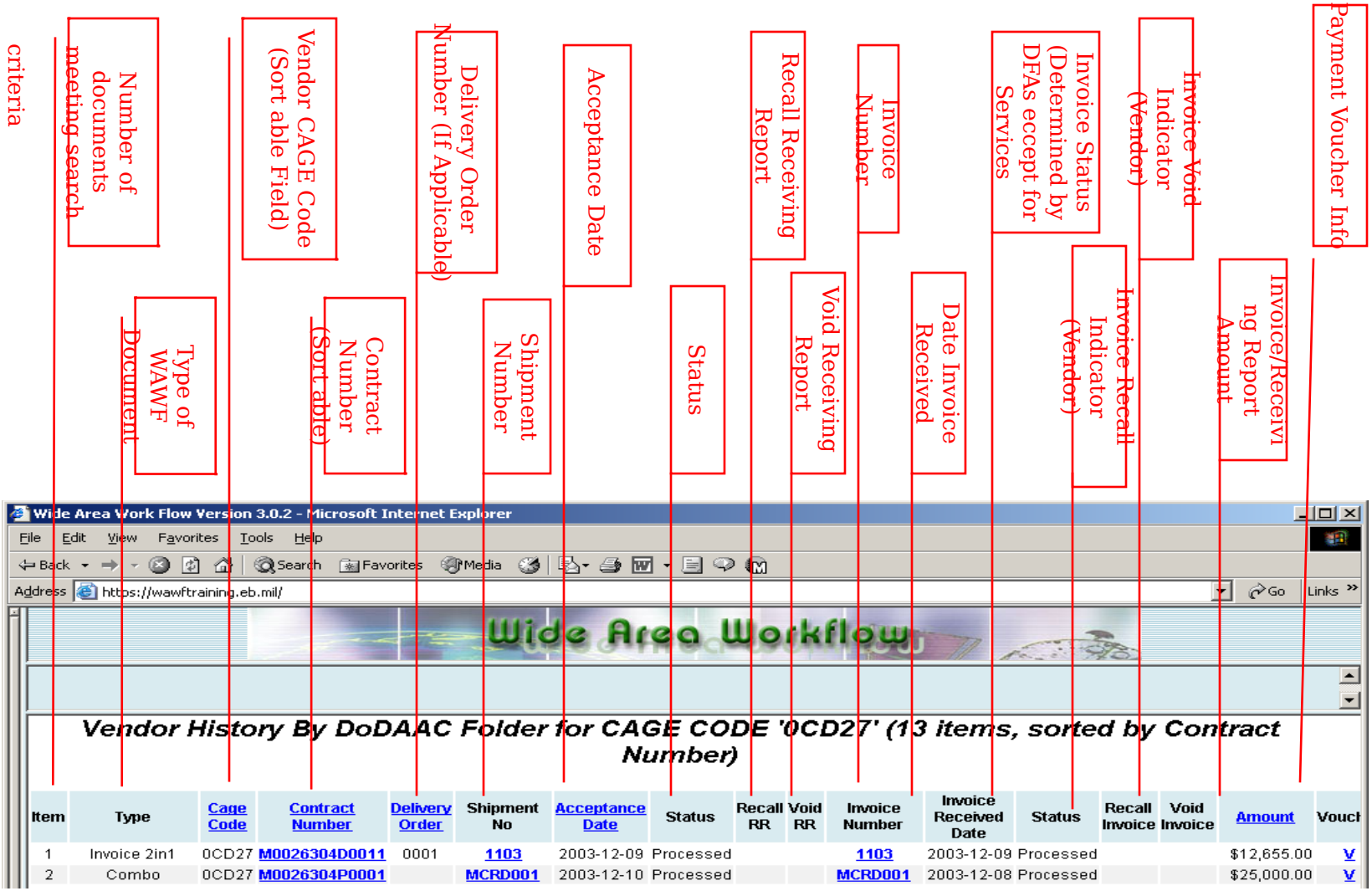
Enter Search Criteria



Review Search Results



Description of Columns



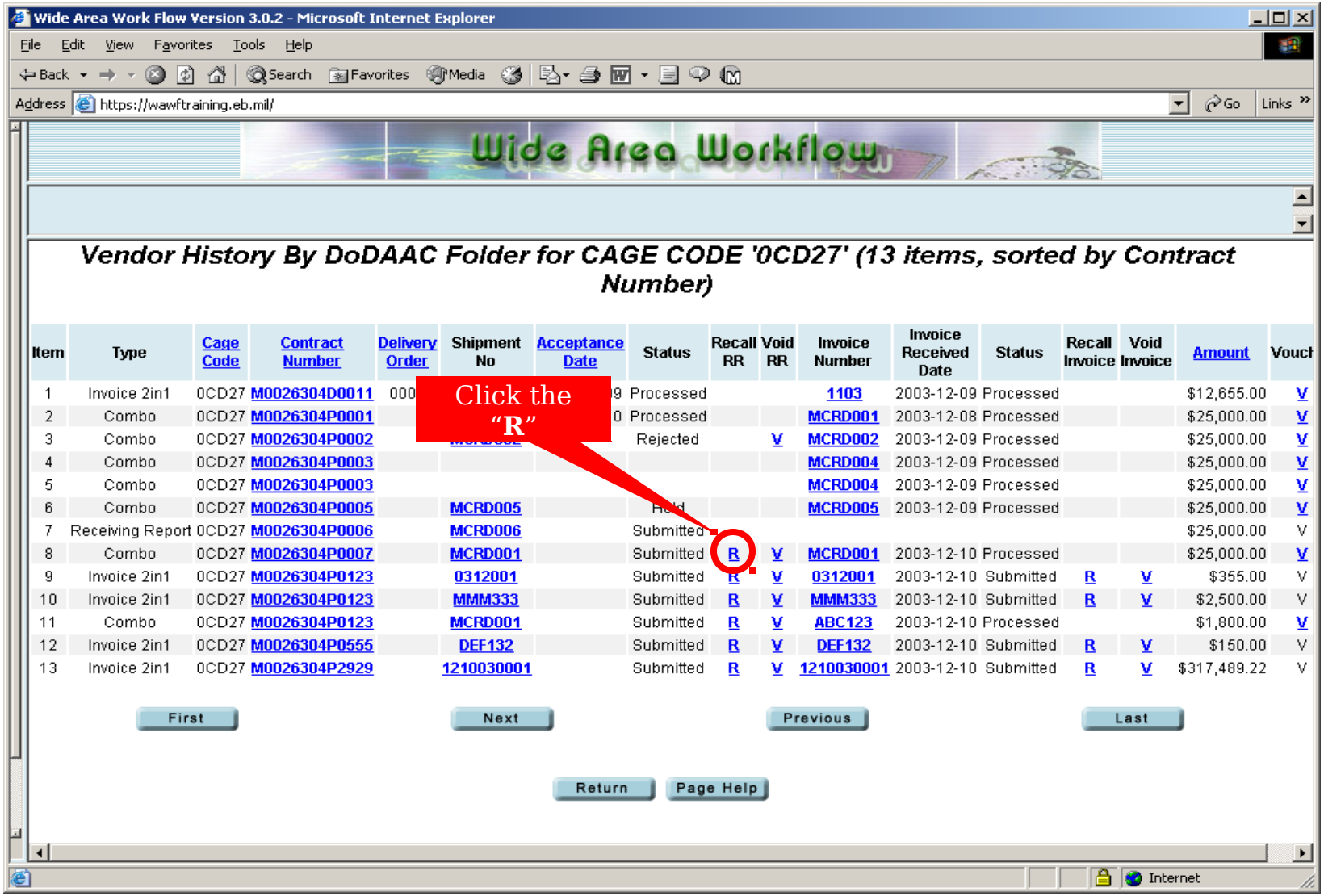
Document Status

- Submitted – Pending Government Acceptance. Upon acceptance will change to Processed.
- Processed – Already accepted by the Government.
- Rejected – Rejected by the Government. Review the rejecter's comments on the **Misc. Info** tab of the document.
- Void – Voided by the Initiator (creator).
- Hold – On hold by the Government pending verification or receipt of shipment.

Recall a Document

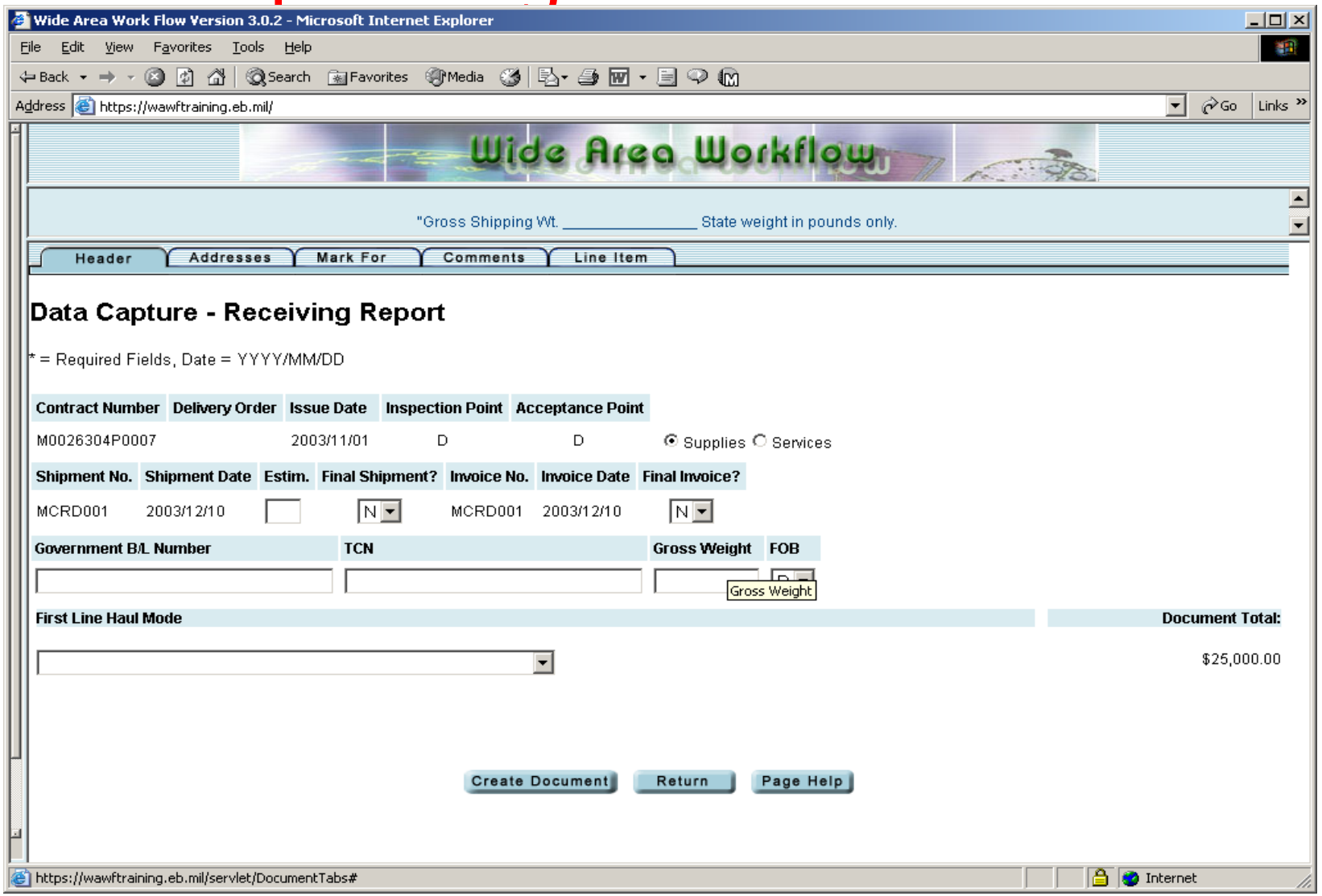
- A Document may only be recalled by the Initiator.
- Recall a Document to update/correct prior to Government processing.
- A Document may be recalled if:
  - Not "**Processed**" by the Government.
  - In the case of a **Combo**, can only be recalled if both the **Shipment** and **Invoice** show the status of **Submitted.**

Recall a Document

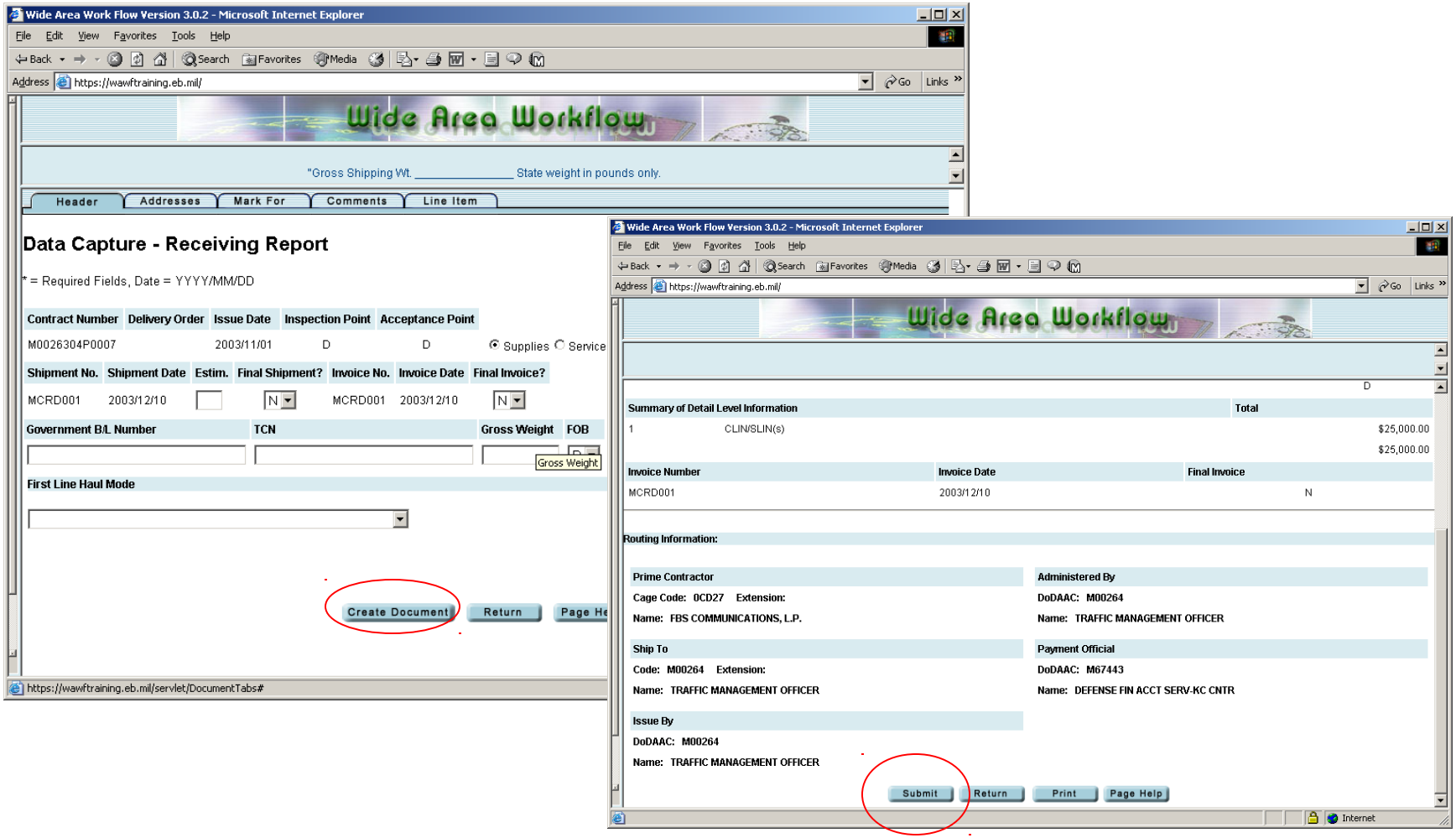


Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	M0026304D0011	000			9 Processed			1103	2003-12-09	Processed			$12,655.00	V
2	Combo	0CD27	M0026304P0001				0 Processed			MCRD001	2003-12-08	Processed			$25,000.00	V
3	Combo	0CD27	M0026304P0002				Rejected		V	MCRD002	2003-12-09	Processed			$25,000.00	V
4	Combo	0CD27	M0026304P0003							MCRD004	2003-12-09	Processed			$25,000.00	V
5	Combo	0CD27	M0026304P0003							MCRD004	2003-12-09	Processed			$25,000.00	V
6	Combo	0CD27	M0026304P0005		MCRD005		Hold			MCRD005	2003-12-09	Processed			$25,000.00	V
7	Receiving Report	0CD27	M0026304P0006		MCRD006		Submitted								$25,000.00	V
8	Combo	0CD27	M0026304P0007		MCRD001		Submitted	R	V	MCRD001	2003-12-10	Processed			$25,000.00	V
9	Invoice 2in1	0CD27	M0026304P0123		0312001		Submitted	R	V	0312001	2003-12-10	Submitted	R	V	$355.00	V
10	Invoice 2in1	0CD27	M0026304P0123		MMM333		Submitted	R	V	MMM333	2003-12-10	Submitted	R	V	$2,500.00	V
11	Combo	0CD27	M0026304P0123		MCRD001		Submitted	R	V	ABC123	2003-12-10	Processed			$1,800.00	V
12	Invoice 2in1	0CD27	M0026304P0555		DEF132		Submitted	R	V	DEF132	2003-12-10	Submitted	R	V	$150.00	V
13	Invoice 2in1	0CD27	M0026304P2929		1210030001		Submitted	R	V	1210030001	2003-12-10	Submitted	R	V	$317,489.22	V

Document will open allowing updating of **Most** data



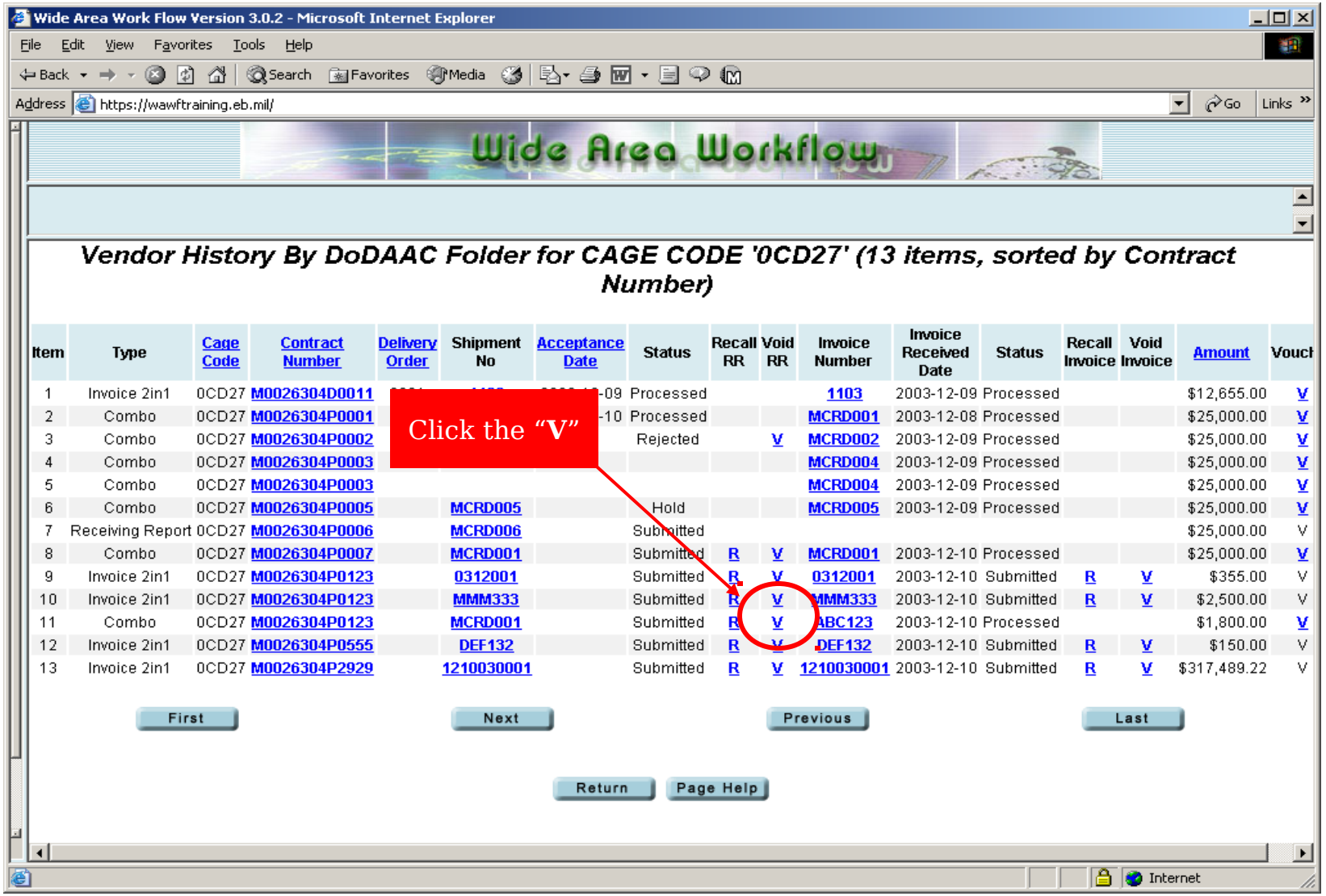
Once corrected, the document must be **Created** and **Submitted**



Voiding a Document

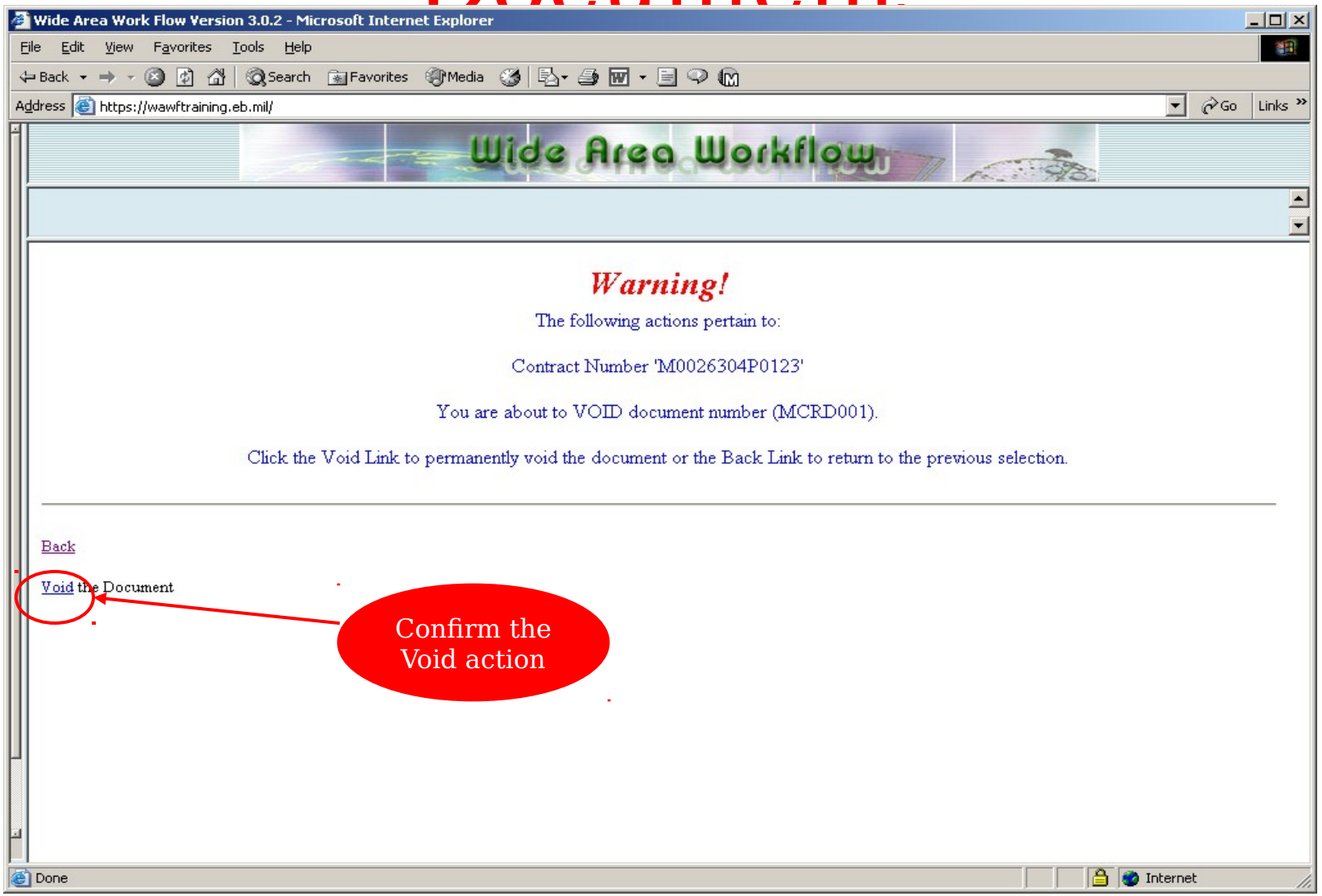
- Void a Document if:
  - The incorrect data is in a field that cannot be corrected (e.g. Contract Number, Inspection/Acceptance Point, etc)
  - The Document was submitted in error.
- In the case of a **Combo**, voiding a "Submitted" Shipment will also void the associated Invoice.

To Void a Document

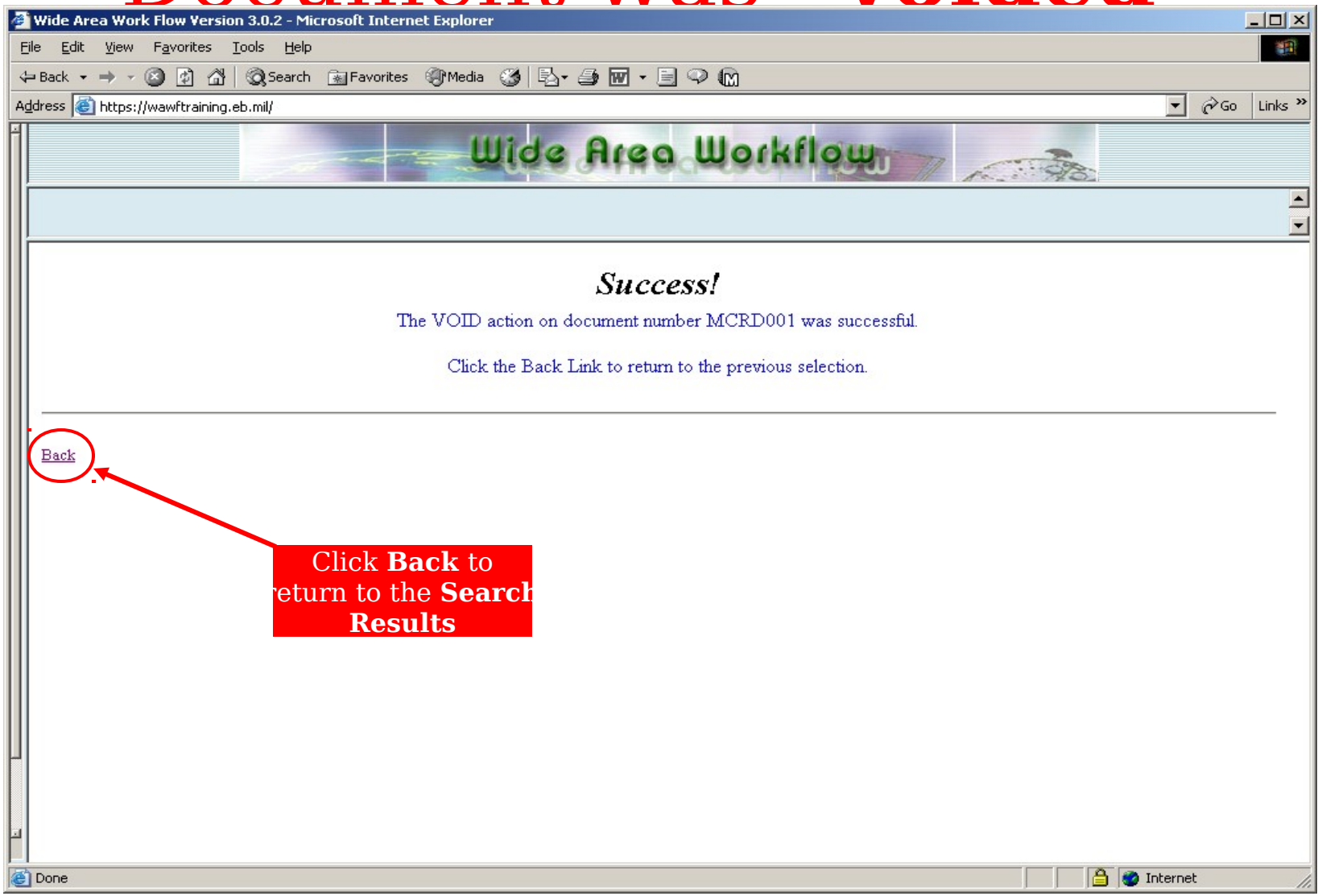


Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	M0026304D0011			-09	Processed			1103	2003-12-09	Processed			$12,655.00	V
2	Combo	0CD27	M0026304P0001			-10	Processed			MCRD001	2003-12-08	Processed			$25,000.00	V
3	Combo	0CD27	M0026304P0002				Rejected		V	MCRD002	2003-12-09	Processed			$25,000.00	V
4	Combo	0CD27	M0026304P0003							MCRD004	2003-12-09	Processed			$25,000.00	V
5	Combo	0CD27	M0026304P0003							MCRD004	2003-12-09	Processed			$25,000.00	V
6	Combo	0CD27	M0026304P0005		MCRD005		Hold			MCRD005	2003-12-09	Processed			$25,000.00	V
7	Receiving Report	0CD27	M0026304P0006		MCRD006		Submitted								$25,000.00	V
8	Combo	0CD27	M0026304P0007		MCRD001		Submitted	R	V	MCRD001	2003-12-10	Processed			$25,000.00	V
9	Invoice 2in1	0CD27	M0026304P0123		0312001		Submitted	R	V	0312001	2003-12-10	Submitted	R	V	$355.00	V
10	Invoice 2in1	0CD27	M0026304P0123		MMM333		Submitted	R	V	MMM333	2003-12-10	Submitted	R	V	$2,500.00	V
11	Combo	0CD27	M0026304P0123		MCRD001		Submitted	R	V	ABC123	2003-12-10	Processed			$1,800.00	V
12	Invoice 2in1	0CD27	M0026304P0555		DEF132		Submitted	R	V	DEF132	2003-12-10	Submitted	R	V	$150.00	V
13	Invoice 2in1	0CD27	M0026304P2929		1210030001		Submitted	R	V	1210030001	2003-12-10	Submitted	R	V	$317,489.22	V

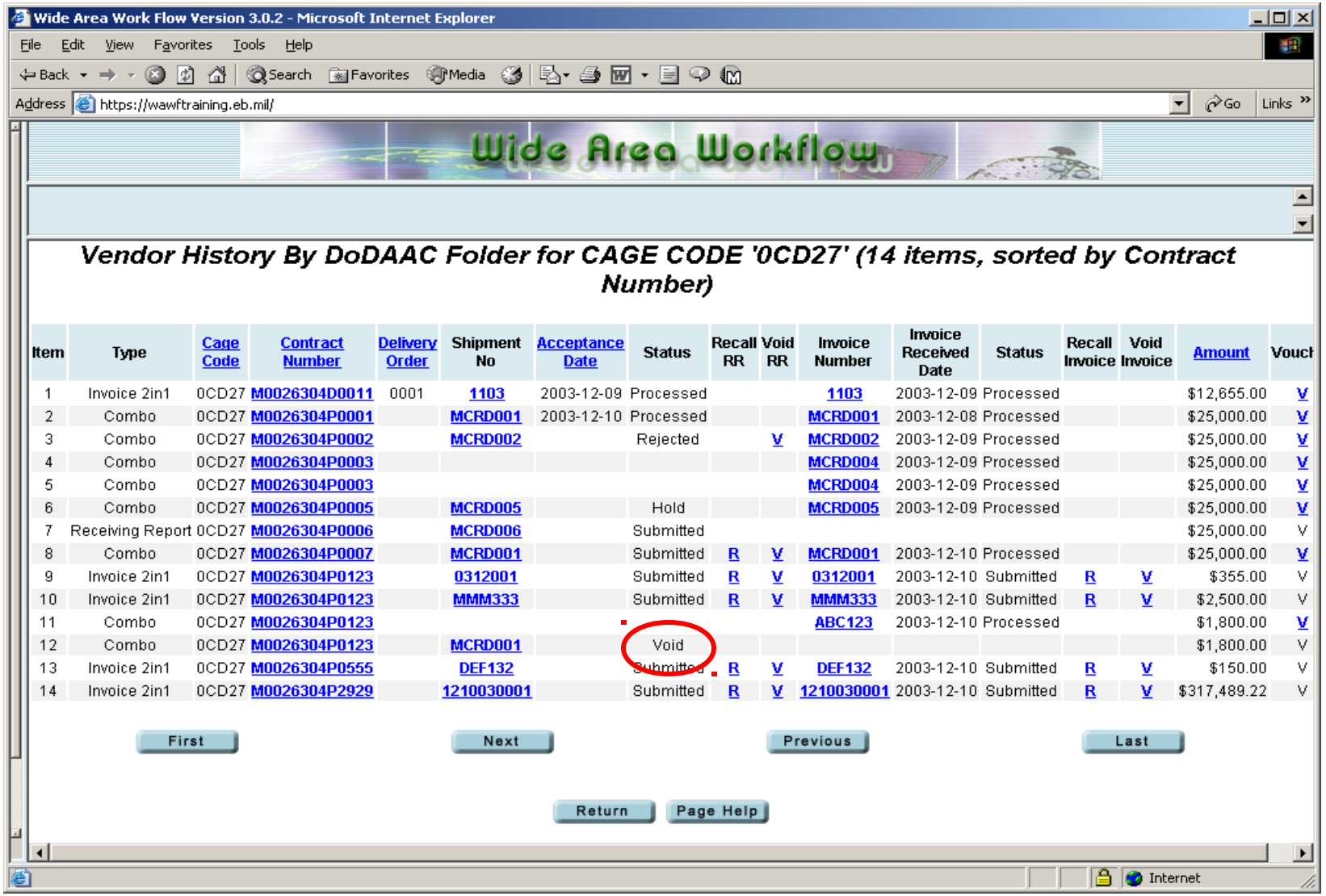
Confirm Voiding a Document

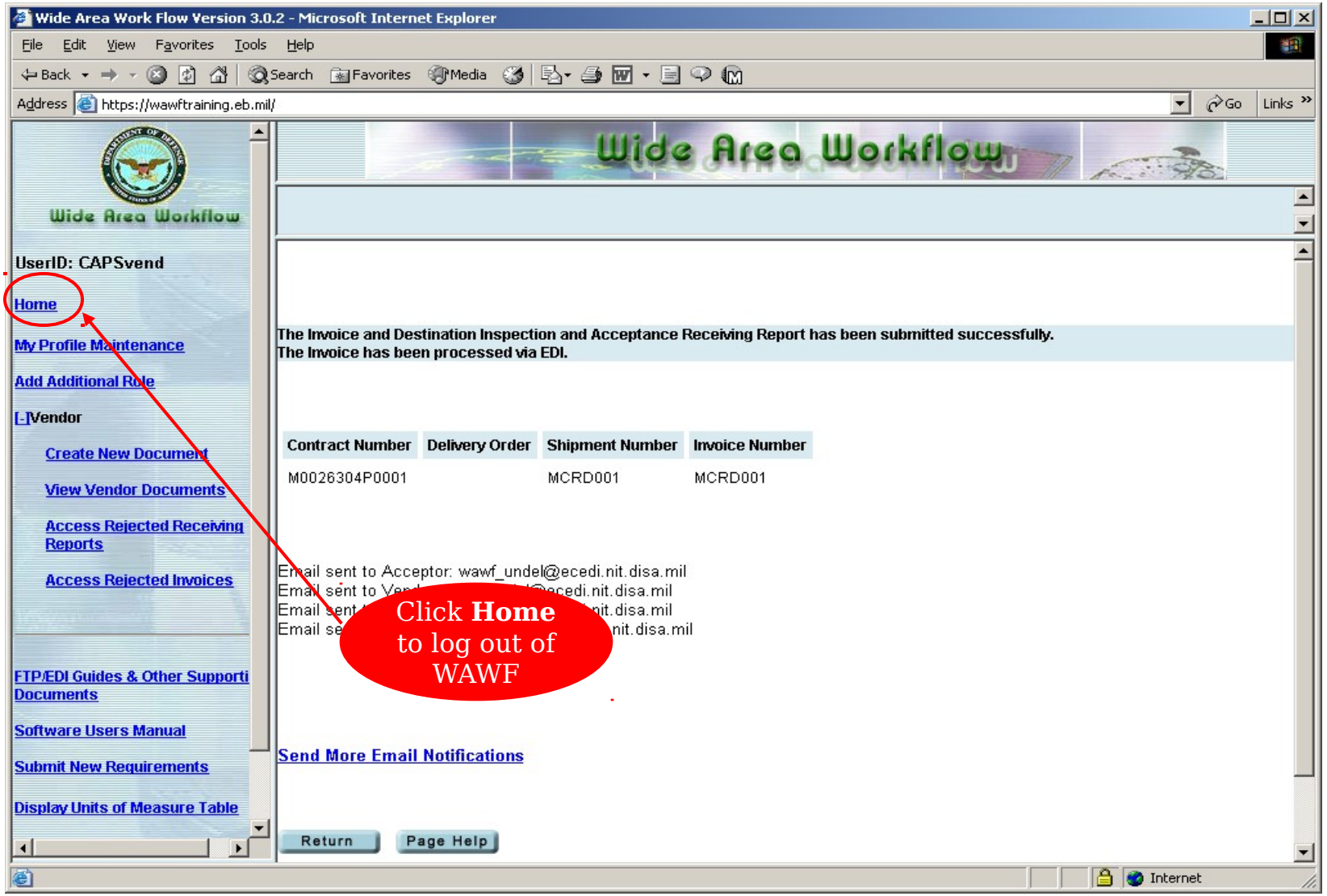


Receive confirmation the Document was "**Voided**"



View "**Void**" status update



Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice	Amount	Vouch
1	Invoice 2in1	0CD27	M0026304D0011	0001	1103	2003-12-09	Processed			1103	2003-12-09	Processed			$12,655.00	V
2	Combo	0CD27	M0026304P0001		MCRD001	2003-12-10	Processed			MCRD001	2003-12-08	Processed			$25,000.00	V
3	Combo	0CD27	M0026304P0002		MCRD002		Rejected		V	MCRD002	2003-12-09	Processed			$25,000.00	V
4	Combo	0CD27	M0026304P0003							MCRD004	2003-12-09	Processed			$25,000.00	V
5	Combo	0CD27	M0026304P0003							MCRD004	2003-12-09	Processed			$25,000.00	V
6	Combo	0CD27	M0026304P0005		MCRD005		Hold			MCRD005	2003-12-09	Processed			$25,000.00	V
7	Receiving Report	0CD27	M0026304P0006		MCRD006		Submitted								$25,000.00	V
8	Combo	0CD27	M0026304P0007		MCRD001		Submitted	R	V	MCRD001	2003-12-10	Processed			$25,000.00	V
9	Invoice 2in1	0CD27	M0026304P0123		0312001		Submitted	R	V	0312001	2003-12-10	Submitted	R	V	$355.00	V
10	Invoice 2in1	0CD27	M0026304P0123		MMM333		Submitted	R	V	MMM333	2003-12-10	Submitted	R	V	$2,500.00	V
11	Combo	0CD27	M0026304P0123							ABC123	2003-12-10	Processed			$1,800.00	V
12	Combo	0CD27	M0026304P0123		MCRD001		Void								$1,800.00	V
13	Invoice 2in1	0CD27	M0026304P0555		DEF132		Submitted	R	V	DEF132	2003-12-10	Submitted	R	V	$150.00	V
14	Invoice 2in1	0CD27	M0026304P2929		1210030001		Submitted	R	V	1210030001	2003-12-10	Submitted	R	V	$317,489.22	V

Log out of WAWF-RA